



Dear Parents/Carers,

**Re: Coronavirus update – school closure for most pupils**

Following on from my update yesterday, I am writing to let you know that **we have now been instructed to close the school to almost all children after this Friday (20<sup>th</sup> March) until further notice.**

As advised by the government, we will do all we can to stay open for the children of key workers (e.g. NHS staff, police, delivery workers and others in frontline services) and children with certain needs. We cannot run our usual lessons but will offer a place for study to complete work set by staff online. A hot school lunch will also be available.

We are waiting for the government to publish more information on what this means, but it would help us in the meantime if you could let us know if you are a key worker and you would like your daughter to come to school. Please use the following email address which we have set up specifically for this purpose:

[keyworkers@swakeleys.org.uk](mailto:keyworkers@swakeleys.org.uk). Please email the following information:

**Your name and your daughter’s name and form**

**Details of your job role**

**Times that you would need your daughter in school (between 8am & 3.20pm)**

**Please email us by midday tomorrow (Friday 20<sup>th</sup> March)** so that we can then contact you all with more information as soon as we are sure who this does apply to. We will contact you via the email address you use to inform us of the above.

**All other children will need to stay at home, so we ask that you do not send your child into school from Monday onwards. In line with this, Easter School will unfortunately be cancelled.**

Please note that this is a national closure so while it is a challenging situation, we are not alone. We will re-open fully as soon as we can and will let you know when this is via text, the school website and twitter.

**What we will continue doing while your child is at home**

While the school is closed staff who are able to will set work on line using either EPrise or Google Classroom. Pupils will be expected to complete all set work.

If your child usually receives free school meals we will be in touch with more information about how we will support this. In the meantime, we are providing all free school meals pupils with an ID card which proves their entitlement. The government are providing more guidance regarding this. Any pupils who are not in school will receive their ID card through the post.

**Public examinations** are also the forefront of our minds. As soon as we know more from the government we will work to ensure all students are treated fairly in line with the guidance we receive. We have told Years 11-13 to continue completing work set by teachers until we know exactly how grades are going to be awarded.

This is as much as we currently know and we appreciate your continued patience as we deal with this ever-changing situation. We understand that this latest news will have a huge impact on you and your family and we will continue to keep in touch with any updates as the situation develops. Please try to avoid calling the school office because it may not be staffed at all times.

Thank you again for your continued support.

Yours sincerely,

**Sue Pryor (Mrs)  
Headteacher**



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