



10th March 2020

Dear Parents, Carers & Students,

COVID-19 Update

Following my recent communication, I write with a further update regarding Coronavirus and the implications for our academy. We are following Public Health England advice in supporting containment measures across the academy in the following ways:

- Providing information to students, staff & visitors regarding preventative measures
- Encouraging additional hand washing through more signage & hand sanitisers
- Providing regular updates to parents & carers
- Linking lesson content as appropriate

There is a balance to strike in order to minimise disruption to learning whilst reducing the risk of exposure and acting responsibly. All planned trips and visits will be kept under review, but trips abroad are likely to be postponed or cancelled, in part owing to changes to insurance cover. Please expect direct communication from trip leaders with further details.

A further possible scenario could see the academy temporarily closed as part of the Government's measure to delay the spread of the virus. Although this has not yet been implemented, this part of the letter sets out our plans should closure be necessary:

Contingency Planning – In the event of closure/ partial closure

a) Communication with Parents & Carers

We will continue to communicate in 3 ways:

1. *Via our text messaging service.*
2. *Via email.*
3. *By posting important messages on our school website.*

b) Teaching & Learning

Students will receive lesson content and associated work via our online platform 'Show my Homework'. The site allows teachers to set work, post attachments, link to films and set quizzes and assignments. Students will be expected to log onto the site and access work to complete. Students already have access to a range of online learning platforms (e.g. Tassomai for Science, Pixl apps, Hegarty Maths) which will also be used to supplement lessons. We will be re-issuing passwords in the coming days to ensure all students can access these learning resources as well as ensuring all students have reading to do.

c) Examinations

We recognise that students and parents will be concerned about the possible impact on the 2020 summer exam series. The advice from the Government is to continue to prepare for exams and other assessments as normal. Should the academy be closed ahead of the exams, we will ensure Year 11 and Year 13 students receive quality guidance and revision materials through 'Show My Homework'.

d) Communication with teachers

'Show My Homework' has a messaging function, allowing students direct communication with their teachers. Work can also be submitted for marking via academy email accounts (not personal accounts). Should Parents' Evenings be cancelled, we will provide written reports via our 'Go4schools' online platform.

e) Staff illness

Further consideration has been given to the potential for partial closure should staffing levels be compromised during the peak of the epidemic. We would prioritise the examination preparation for Year 13 and Year 11 students should partial closure become necessary.

We request your patience and understanding in dealing with a rapidly changing picture and also in reiterating the importance of personal hygiene as the most important way we can tackle COVID-19, especially washing hands more; and the catch it, bin it, kill it strategy for those with coughs and sneezes. The latest NHS guidance regarding prevention and what to do if you believe a member of your family is either exposed to COVID-19 or displaying symptom is online:

<https://111.nhs.uk/service/covid-19>. We request your full cooperation in keeping our school community safe.

For specific queries please contact academy staff at: sc@lincolncastleacademy.co.uk including to update your family contact details or request login details for any of our online platforms.

As always thank you for your support during these highly irregular times.

Yours sincerely,

Mrs L. Laming
Headteacher

