

19th March 2020

Dear Parent/Carer

As I am sure you are aware, yesterday the Government announced that all schools will be closed from Monday 23rd March until further notice. This means that for the majority of our children, Friday will be their last day in school for what could be a considerable period of time.

I hope you can understand and support the actions we are taking as a school, to play our part in helping our community tackle Coronavirus and the significant impact it is having upon us all.

The Government has confirmed that for the foreseeable future, all schools have been asked to provide care for children with Education Health Care Plans, Children who have a contact Social Worker, e.g., 'Children in Need' or those on the Child Protection Register and any Children in Care (LAC).

All other children will need to stay at home, so we ask that you do not send your child into school from Monday onwards.

School will be closed to Year 10 and Year 11 on Friday 20th March. Year 11's with course work to complete are welcome to attend.

Please note that this is a national closure, as you may have heard in the news, so while it is a challenging situation, we are not alone.

Following the recent announcement, we need to identify the children of key workers, as defined by the DFE. This information will enable us to ascertain the number of children who may need to attend school during the closure and to plan staffing and other arrangements.

If you AND your partner (or just you if you are a single parent family) are key workers as defined in the list below [we would be grateful if you could complete the key worker survey by clicking this link](#)

- NHS staff
- Teachers and school support staff
- Police and community support officers
- Frontline civilian police staff
- Prison officers and staff
- Probation officers and trainee probation officers
- LA officers and LA/NHS social workers
- Uniformed staff in fire and rescue services
- Armed forces personnel and some civilian MOD personnel (i.e. clinical staff, MOD police, uniformed fire and defence) and some discharged personnel
- Highway agency traffic staff
- LA environmental health officers/practitioners
- Care workers
- Food/supermarket drivers and other workers

The information we have at present suggests that you should only access this support if it is purely parental commitment to key worker activities that necessitates it e.g. if there are others in the household able to care for children then this should happen (e.g. a partner who is not engaged in key worker activity).

The form also seeks to establish whether wider hours and/or flexibility regarding times would be helpful. We will do our best to provide all of the options outlined. We are optimistic that we will be able to achieve this next week and will review our capacity as the situation progresses. We will inform you of any enforced changes.

The form provides an opportunity for key workers to suggest ways in which you think the school can support you with caring for your child(ren) during the closure. We will endeavour to support you as best we can.

Please be advised that you may be required to provide evidence of your key worker status before accessing the provision.

Why we are collecting this data:

During this process we will ask you for personal data including; identifiers such as names, contact information, employment status and information. During this process we will also ask if children of key workers will need to attend school during the closure and whether this will be for whole period including the Easter holidays.

We will be collecting these details in order to compile a list of children who may need attend school during the school closure period.

We treat all information that we hold about you as private and confidential to our organisation and we will ensure we will not reveal any personal details concerning you to anyone not connected with CMAT and the Institute of Education. We will only keep your information for as long as we need it and/or for as long as you wish us to do so. For further information please visit our privacy notice available on our website www.cmatrust.co.uk

Please submit your completed survey as soon as possible. Should your circumstances change, please resubmit the form with the new information.

If you have any questions regarding the survey please contact Beth Henry or Sarah Giles by email: loEadmin@cmatrust.net

Yours faithfully



Richard Spencer
Principal