



Dear Parents/Carers,

10<sup>th</sup> December 2021

**Re: Short-term closure plan**

I am sure you are aware that, as the Autumn term draws to a close, schools nationally are seeing a significant rise in the number of confirmed cases of coronavirus amongst students and staff. Whilst we all have mechanisms in place to support remote learning for students recovering from coronavirus; we are in a much more difficult position when it comes to re-allocating staff to cover lessons for colleagues who are recovering in either the short or longer term. With this in mind, I am writing to you to give you prior warning of our intention to move to a short-term closure plan in order to maximise available staffing on site should we need to.

**Please note that a year group will only be asked to stay at home if we do not have sufficient staffing to run the timetable on that day. Your daughter will be expected to attend as normal unless you are specifically contacted by text/email to request that she works from home on the specified day below. This communication will be sent by 3.30pm on the previous working day**

Our short-term closure plan, if needed, is as follows:

**Year 9** will study from home on Monday 13<sup>th</sup> December 2021

**Year 8** will study from home on Tuesday 14<sup>th</sup> December 2021

**Year 7** will study from home on Wednesday 15<sup>th</sup> December 2021

**Year 10** will study from home on Thursday 16<sup>th</sup> December 2021

**Year 11** will study from home on Friday 17<sup>th</sup> December 2021

This information is being released now because we want to give families as much notice as possible of a short-term request for students to work from home. Should this happen, subject staff will use our FROG platform to set remote work for the classes affected.

Please rest assured that we do employ specialist cover staff, to oversee classes in the event of staff absence, and we fully utilise supply teaching agencies in order to enlist specialist replacements. Unfortunately, as I type this letter, we have fully allocated our available cover staff and we are unable to secure supply agency colleagues for next week. Any additional increase in coronavirus related issues amongst our staff may result in me having to contact you via text and/or email to inform you of the need to work to the above plan.

Finally, I would like to thank you for all your support throughout the year. Whilst we have not operated under completely 'normal' circumstances; we have been able to smoothly progress through the term with minimal disruption and a great deal of enjoyment in working with such fabulous young people. On behalf of all of our staff, I would like to wish you and you families a very 'Merry Christmas and a Happy New Year.'

Yours faithfully

**Chris Keating, Headteacher**