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we discover,
we excel*

Lordswood Girls' School

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Headteacher: Mrs. J. Götschel B.A, MEd.

19th March 2020

Dear Parent/Carer,

As you are aware, yesterday evening the government took the decision to close schools in England and announced that the external examinations scheduled to take place in May and June will not now take place, although the Government wants to ensure that students get the qualifications they need to progress. This letter is intended to set out how the school is responding to the Government guidance.

Public examinations

At the moment, we do not have information from the examination boards about what schools need to do now that this year's examinations have been cancelled. As soon as we receive any information in this regard, we will contact year 11 and 13 students and parents and also make the updated information available on the school website.

Children of key workers

In the context of a secondary school, most children could be deemed to be suitably competent to remain at home unsupervised. Please can you contact the school **by 8am on Friday morning** if you fall under the definition of a key worker and have any concerns regarding your child in this respect and would therefore wish for your child to be supervised in school. (Current definition of key worker: people working in the NHS, in care homes, in the police and fire service and teachers. It also includes people who are involved in retail delivery and those suddenly manufacturing equipment such as ventilators).

Children with EHCPs

The Learning Support Department have been in contact with parents to ascertain whether they would like their child to receive support in school. If the situation changes at any point during the enforced closure, please can you contact Mrs Colvin-Grieve – l.colvin-grieve@lordswoodtrust.co.uk or Mrs Finucane – l.finucane@lordswoodtrust.co.uk so we can ensure that your child is supported.

Free school meals

This information relates to **free school meal children only**:

It is important during a virus epidemic that students eat healthily. Some families may be able to provide their child with a lunch when they are not in school, however, should you wish your child to receive a school lunch whilst the school is closed, please email Mrs Dodd – d.dodd@lordswoodtrust.co.uk before 6pm on Sunday evening for the following week. Mrs Dodd will inform you of the arrangements for collecting the lunch. Please note that, if there is a total lockdown ordered by the Government, our catering providers have advised that this service might regrettably not be available. If you are worried about providing your child with a meal during the period of closure, please can you email Mrs Dodd; similarly, if you have difficulties accessing food banks or similar support services, please can you make school aware. The Government yesterday announced a voucher scheme which we are now pursuing so that we are able to support families whose children are in receipt of free school meals.

Student well-being

The impact of self-isolation on mental well-being has been widely covered in the media. We are concerned about the well-being of students whose mental health may make them more vulnerable at a time like this. There are a number of resources available on the school website together with contact numbers of agencies who can offer support.

If your child currently receives 1:1 counselling support from Place2be in school they will be offered the option of a weekly phone call from Paulette Williams, our Place2be project manager. Please note that this service is to enable students to 'check-in' with Paulette who can signpost them to additional support if necessary. Please note that these telephone conversations will not be therapeutic counselling sessions. Place2be has also asked the school to share the following website with students and parents which lists support available if a student is in crisis.

<https://www.place2be.org.uk/page/get-urgent-help/>

If you have a concern about your child or if a student would normally seek the support of a counsellor were they in school, you can also contact the emergency number listed below:

07598 828122

The school safeguarding team will assume responsibility for any students who require support and will remain in regular contact with these students during the period of closure.

If you have a concern about the safety or well-being of a child, please contact the Children's Advice & Support Service (CASS) on **0121 303 1888**.

All students - completing work during the school closure

Attached to this letter is information about where your child can access the work in their different subjects. This applies to the last two weeks of this term only.

From the start of the summer term, a new programme of study will be delivered for all year groups and all subjects. Year 9 students will start their GCSE courses. It is absolutely vital that your child completes **each day the 5 hours of work** that staff will be sharing with them. The programme of study will include regular mini-assessments and your child's progress will be tracked by their teachers.

When they return to school, students will sit a formal assessment on the work they have been completing. This is especially important for year 9, 10, and 12 students who are following examination courses.

Please remember that your child should not be out and about during school hours and if work is not completed, your child's Achievement Co-ordinator may contact you to establish the reason for non-completion.

Please ensure that you check the school website regularly during term time (at least weekly) so that you are aware of key information that the school needs to share with you and your child should check her school email account each day.

I hope that this information is helpful and I wish you and your families well during, what is inevitably, a very worrying time for all.

Yours sincerely,



Mrs Jane Götschel
Headteacher