



South Avenue Primary School

South Avenue, Sittingbourne, Kent ME10 4SU

Telephone: 01795 477750

Email: headteacher@southavenue.kent.sch.uk

Headteacher: Miss Samantha Fenn

19th March 2020

Dear Parents, Carers and Guardians,

RE: Coronavirus and possible school closures

I apologise for inundating you with letters but clearly the situation is changing very quickly and we want to ensure that you have the most up to date information as soon as we have it.

As I am sure you are aware, as of Monday 23rd March, all schools in England will be closed until further notice. This letter contains the information we have available at present, but will be subject to change. Further updates will be provided as soon as we are able. If you wish to read the statement from the Secretary of State for Education, Gavin Williamson, it can be found here: <https://www.gov.uk/government/news/schools-colleges-and-early-years-settings-to-close>

Plans for Friday 20th March:

School will run as normal for those children that are able to attend school. If your child is not in school and you have not yet received or collected their work pack, then please call the office to arrange to do this.

Work:

Work has been sent home for all children so that they have a starting point, this has been put together to last until the Easter break. If we are still closed from the 20th April 2020, staff will be posting work at a minimum of 1 post per week. This post will inform you of the new tasks that the children need to do and will list websites that the children need to use. Once new work has been set you will receive a text, email or Facebook notification letting you know that this has been added to the website. If you do not have access to a computer/tablet, then please let us know via the office, once you have received the text, so that a pack can be printed for you to collect from the school office.

Absence Coding:

Throughout the period of Academy closure all pupils will be 'Y' coded. No absences, authorised or unauthorised, will be registered against pupils.

Safeguarding and other urgent concerns:

There may be a need for parents/guardians, pupils or staff members to urgently contact senior staff about safeguarding issues or other pressing matters during the period of school closure. If this does occur, you should contact me on tcadwallader@southavenue.kent.sch.uk or Claire Telford on ctelford@southavenue.kent.sch.uk

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Pupils who may attend (Key Worker children):

Quite rightly, we will be expected to make provision for two specific groups of pupils: those whose parents are key workers and those who have an Education & Healthcare Plan (EHCP).

Please note that we will only be able to make provision for pupils who fall into these two criteria. There will be no exceptions. We realise that this will be troublesome for some parents/guardians but we cannot start making individual arrangements in the interests of fairness, consistency and achieving the purpose of school closures (minimising social contact).

Please be aware that those children who do attend will be undertaking similar activities to those of their peers who are working at home. The purpose of the Academy closures is to minimise contact and therefore we will be providing skeleton staffing to provide supervision and care for pupils who do attend. This means that we will not be running a normal timetable. It is perhaps worth noting that the Secretary of State has been clear that this is an entirely different role for schools/academies and their staff. It is primarily about care, not education.

As we will need to plan staffing, we will need to know in advance which pupils we will have in attendance. Therefore, if you are intending to send your child to the school during the period of closure, please complete the table below and send it to office@southavenue.kent.sch.uk

If for some reason, you do not have access to email please contact the school by telephone and leave your requests with them.

Upon receipt of your form, we will confirm by return email the attendance arrangements and then be able to establish daily registers of pupils. If you indicate that, your child will attend and this changes for any reason, please let us know. Apologies for having to be so prescriptive about this; we know you will understand why this is necessary.

Please note that children will need to bring a packed lunch; there will be no catering facilities available in the Academy. If your child is eligible for Free School Meals and you indicate that you wish us to do so, we will provide them with a packed lunch.

We are awaiting definitive guidance on what constitutes 'key workers'. For now, our working definition is that key workers include NHS staff, teachers, police officers and PCSOs, prison officers, probation staff, armed forces, social workers, firefighters, workers in logistics (transport, delivery, refuse collection etc.) and civil service personnel. We will provide a definitive definition when it becomes available. For now, if you believe you are a key worker and your occupation does not fall within this list, please submit a form and we will discuss this with you.

There has been an indication from the Secretary of State that he would like schools to continue to provide this service to key workers over the upcoming Easter break. We will need to await further details, but if this proves to be the case, we will endeavour to do so.

We regret very much having to close the school to all other pupils and we thank you for your understanding and patience. I would like to take the opportunity to publicly thank all my wonderful colleagues who have worked so hard this week.

Our whole community is in our thoughts. Please take care of yourselves and each other in this difficult time. We look forward very much to when our school can be reunited and return to normal.

Yours sincerely,



Miss Cadwallader
Acting Head of School

Request for child to continue to attend school

Name of Child	
Name of Parent/Guardian	
Year Group and Class	
Contact Details (email ideally)	
Reason for Request (delete as appropriate)	my child has an EHCP / I am a key worker
If this is because you are a key worker please let us know, occupation and employer:	
My child will attend (delete as appropriate)	every day / some days / occasionally (If some days or occasionally, if possible, please indicate dates of likely attendance for the next two weeks)
My child is eligible for Free School Meals	Yes / No
If eligible for Free School Meals, I would like you to provide a packed lunch:	Yes / No