

Andrew Morgan - Principal

**'A bold new model for learning – a dynamic mix of high quality education and industry-related activity that will equip young people with the skills and qualifications they need to succeed in the 21st Century'**

19<sup>th</sup> March 2020

### School Closure Notice

Dear Parent/ Carer,

As you may have heard, yesterday the government announced that all schools must close to the majority of pupils due to the Coronavirus. The information contained within this letter is based on the information currently available from the government. We expect further announcements imminently and will advise you of any further developments tomorrow.

As a consequence, Space Studio West London will close with effect from the end of the school day this Friday 20<sup>th</sup> March 2020 until further notice. We will keep our website updated with any information about the date of reopening. This academy will, however, remain open to provide care for the children of key workers and for vulnerable children, which includes those children who have a social worker or an Education Health Care Plan. For these children the school day will start and finish at exactly the same times as now.

If you work in any of the following jobs you are classified as a key worker:

- Doctor
- Nurse
- Midwife
- Paramedic
- Health Staff looking after Vulnerable or elderly
- Other Health related worker
- Police
- Fire Brigade
- Other Community Safety
- Teacher, TA or work in a school setting (including pre-school)
- Supermarket Workers
- Delivery Drivers
- Anyone working in "critical infrastructure" - (gas and electricity)
- Prison officers and some other Prison staff
- Armed forces
- Pharmacy staff

If this applies to you and you want your child to be cared for at school please complete the attached form and ensure your child brings it with them on Friday morning when they attend school. They should arrive at the main school hall for registration and give it to a member of staff.

If your child is classed as a vulnerable child they can also continue to attend the academy.

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For all other students whose parents are not classified as key workers school or are not vulnerable children, the academy is closed for the foreseeable future. During the period of closure, teachers will be setting appropriate work for all students. This can be accessed in the following way:

Work will be available to all students via the SSWL website: [spacestudiowestlondon.org](http://spacestudiowestlondon.org) and student Google Drive.

Students can contact their teacher via email for advice about their work during normal school hours. Students have been issued with these contact details and they are available via the school website.

Our expectations of students are that they should complete all of the work set by their teachers and should aim to work from home during normal school hours.

If your child receives Free School Meals these will still be available in the form of a packed lunch. These can be collected from the school between 11:30am and 12:30pm.

Even during a period of school closure, our primary concern is the safety of our pupils. We have identified Mrs Fernandes as a trained member of staff who has been designated to maintain regular contact with families where there are specific pupil needs. The contact details are: 0203 696 8140 [dfernandes@spacestudiowestlondon.org](mailto:dfernandes@spacestudiowestlondon.org)

During the closure period the emergency contacts are [office@spacestudiowestlondon.org](mailto:office@spacestudiowestlondon.org) or 0203 696 8140. This address will be monitored daily by staff from the academy.

In England and in Wales, all exams in May and June have been cancelled, including GCSEs and A-levels as well as England's primary school national curriculum tests, known as SATs. As soon as we are informed by the government we will write to parents to explain how student grades will be awarded this year. The Government has already provided reassurances that students can expect to be awarded GCSE and A-level grades this summer and we are expecting that this will be through a combination of teachers' assessments, students' previous work and perhaps further sources of evidence. We expect to be able to update you about this soon.

Whilst my immediate concern is the health and safety of pupils and their families, clearly the longer-term impact is a concern too. Whilst it is too early to give a definitive answer on this, we are confident that government is currently exploring all possible scenarios and options and we will continue to be involved in these discussions.

We would urge you to follow the latest government advice regarding the virus, which can be found here:

<https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response>

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As we receive further information on the closure for parents it will be posted on the school website.

This form aims to collate information from parents regarding whether they have key worker status so that we can continue to provide care for their children during the coronavirus pandemic.

We wish you well during this very difficult time and look forward to seeing you all again as soon as we are able to reopen our school. **IF THE ATTACHED FORM APPLIES TO YOU PLEASE ENSURE YOUR CHILD RETURNS IT TO SCHOOL TOMORROW MORNING AND GIVES IT TO A MEMBER OF STAFF.**

Yours faithfully,



David Booth  
Vice Principal

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Return to: School Office

**Parental Feedback Form - Key Worker Audit**

Full Name of Child: .....

Year Group: .....

Are you a working parent? **Yes/No**

Are you able to work from home? **Yes/No/Not applicable**

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Do you consider yourself a “key worker”? (A key worker is defined as somebody who works within the public sector and whose continuing employment is deemed crucial to both the economy and in helping to battle the infection) **Yes/No**

If you consider yourself a key worker, please circle the appropriate job below:

- Doctor
- Nurse
- Midwife
- Paramedic
- Health Staff looking after Vulnerable or elderly
- Other Health related worker
- Police
- Fire Brigade
- Other Community Safety
- Teacher, TA or work in a school setting (including pre-school)
- Supermarket Workers
- Delivery Drivers
- Anyone working in "critical infrastructure" - (gas and electricity)
- Prison officers and some other Prison staff
- Armed forces
- Pharmacy staff
- Other:

If you have listed a specific role above, would you likely need your child in school to support you in your role during the period of school closure? **Yes/No**

If you are a key worker or your child is classed as a vulnerable pupil, do you intend to send your child into the Academy from next Monday? **Yes/No**

If you are a key worker, do you intend to send your child to school for the period of the Easter holiday? **Yes/No**

Signed.....(Parent/Carer)

Date.....