

Fulston Manor School

Brenchley Road, Sittingbourne, Kent ME10 4EG
Email mail@fulstonmanor.kent.sch.uk

Tel 01795 475228
www.fulstonmanor.kent.sch.uk



Academy Trust Registered in England: Company No. 7343725

SBU/NFI

19th March 2020

Dear Parent/Guardian

RE: COVID-19 UPDATE – 19TH MARCH 2020

I apologise for inundating you with letters, but clearly the situation is changing very quickly and we want to ensure 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:

Students in Year 7, 11, 12 and 13 can come in to school as they have today. We will continue with their normal timetable. Students in year 11 and 13 can bring in shirts to be signed as they have requested this, we do not know when we will re-open which is why we are allowing this, but this does **not** mean they will not be returning. We will make plans for return of books once we know about examinations.

Students in Year 8, 9 and 10 should come into school to empty their lockers and should then leave. Please see information below regarding work that students should be completing.

Work:

All students should complete work as assigned on Show My Homework. This will be updated periodically by teaching staff. There are also links on the school website for independent study work that students can complete. There is no expectation that students will be able to print out work; completed work can be emailed directly to teachers or students can use OneNote on the remote desktop.

Work books are only necessary for students who cannot access the internet. Key Stage 4 students and Year 9 Science students have work books and/or revision guides that they can use. Due to the high demand for work books for students any requests will now not be available until Monday after 1:30 p.m.

Please note that students should remain at home or in another indoor place during the school day, taking suitable breaks for their wellbeing. Students should not be out in public places during school hours.

/continued...

Absence Coding:

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

Examinations:

The government have announced that public examinations will not take place in May and June. It is not yet clear whether these will be rescheduled or some other arrangement will be put in place. It is recognised that this is a considerable blow to our students who have worked so hard in preparation. At this stage, our recommendation is that preparatory work and revision continues, as examinations may well take place at some later date. Further announcements about examinations are expected from the Government and Ofqual tomorrow.

Free School Meals:

We are conscious that a number of children are eligible for Free School Meals. The most recent DfE advice on this states that, where possible, we should provide food for a student to collect. We are able to do this at 1:00 p.m. each day and if you would like this to occur for you, please contact finance@fulstonmanor.kent.sch.uk or 01795 412600 to let us know, so we can prepare for accurate numbers. Please notify us of any allergies.

The government has also stated that if we cannot provide a meal, we can order vouchers directly from supermarkets or shops in our community to be emailed or printed and posted to families; further guidance on this is expected and we will update you as soon as we have more information.

Safeguarding and other urgent concerns:

There may be a need for parents/guardians, students 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 sburden@fulstonmanor.kent.sch.uk or phone 07715 217962 or Mr Bowden on gbowden@fulstonmanor.kent.sch.uk or phone 07976 743615.

Students who may attend (Key Worker children):

Quite rightly, we will be expected to make provision for two specific groups of students: 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 students 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 students 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.

/continued...

3/

As we will need to plan staffing, we will need to know in advance which students 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 gbowden@fulstonmanor.kent.sch.uk by **1:00 p.m. on Friday, 20th March.**

If for some reason you do not have access to email please contact the school by telephone and ask to speak to Mr Bowden.

Upon receipt of your form, we will confirm by return email the attendance arrangements and then be able to establish daily registers of students. If you indicate that your child will attend and this changes for any reason, please let us know. If your child will be attending and you will need public transport for them to get here, please advise your usual bus company that this is the case, as the buses may not be running a normal school timetable. 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 students 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. We hope you are all able to navigate the next period of time with minimal difficulty and we look forward very much to when our school can be reunited and return to normal.

Yours faithfully



**Mrs S Burden,
Head of School**

/continued...

Request for child to continue to attend school

NAME OF CHILD	
NAME OF PARENT/GUARDIAN	
YEAR GROUP AND TUTOR GROUP	
CONTACT DETAILS (E-MAIL IDEALLY)	
REASON FOR REQUEST (DELETE AS APPROPRIATE)	My child has an EHCP/I am a key worker
IF BECAUSE YOU ARE A KEY WORKER, 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