

Executive Headteacher Mr D Gurney B.A. Hons / NPQH / NLE

Head of School Mrs S Roberts BSC. Hons / PGCE / NPQH

Dear Parent/Carer,

We felt it important to give you an update on our planning to address the challenges presented by the spread of Coronavirus. We would like to assure all parents/carers that we are committed to the well-being of all students and staff within our school community. We are taking advice from the Government and Public Health England to ensure that we have the most up to date and accurate information and are taking the appropriate measures.

We are following government advice about hand washing and making sure that toilet areas are stocked with appropriate hand wash. Cleaning staff have been deployed to increase the cleaning of all touch-surfaces such as door handles.

As of yesterday, the Government have no plans to close any schools, however should we be advised to do so by Public Health England and/or the Government we will have adequate contingency plans in place, which will be suitable for all families, to ensure that students' learning can continue at home with as minimal disruption as possible.

The academy leadership team are planning for a range of different potential scenarios. These include partial closure of the academy to limit the number of students in the building or to accommodate high levels of staff absence. Potentially, the closure of the academy for a limited period is also a possibility. We will prioritise the needs of Year 11 and Year 10 students who will shortly be sitting external examinations. In the event of an enforced closure, we are completing plans to issue work to students via the academy website. If you do not have internet access at home, work packs will be available on request.

The current advice from the Office of Qualifications and Examinations Regulation (Ofqual) is to continue to prepare for examinations and other assessments as normal. As would be expected Ofqual is working with the DfE and the exam boards and are also planning for a range of scenarios. Their overriding priorities are fairness to students and keeping disruption to a minimum. During this time, we ask that you continue to follow the academy procedures for absence as normal. Please follow the NHS 111 online assessment if you have concerns about your child's health.

We have taken the decision to cancel all trips, visits and extra-curricular activities until further notice. Progress Review Evenings will also be postponed until further notice.

As we will need to communicate updates via the website, email and social media, it is important that all parents/carers ensure we hold your current contact details. If you believe that we do not hold your correct details, or wish to

Old Run Road, Leeds, LS10 2JU

Tel: 0113 4872800

info@cockburnjohncharles.org

www.cockburnjohncharlesacademy.org

confirm this, please contact the academy as soon as possible via
info@cockburnjohncharles.org

As this is an unprecedented situation, it is important that we share our planning so that you are aware of our response and can be reassured we are doing all we can for our community. We will continue to keep you updated as directed by the Government.

Thank you for your support during this challenging time.

Yours sincerely,

A handwritten signature in black ink, consisting of a stylized 'S' followed by a horizontal line.

Mrs S Roberts
Head of School