



17 March 2020

Dear Parents/Carers

Firstly, can I thank you for the overwhelming support for us as a College and for each other that the Heathfield community has demonstrated over the last few days. It is hugely reassuring to us. I am now able to update you on the College position following the government announcements last night in relation to Covid-19.

The most up-to-date advice is that anyone who is experiencing symptoms of a new continuous cough or a high temperature should stay at home for 14 days. Anyone who lives in the same household should also self-isolate. Families who are self-isolating have been requested to stay indoors as much as physically possible and to order essential supplies on-line to be delivered, or ask a non-isolating family member or friend to leave the supplies at the front door. We would request that all parents follow this advice and do not send a child to school if they have COVID-19 type symptoms. We have given the same advice to staff members which has therefore had an impact on our functionality. As of last night, the government also updated their list of vulnerable groups who have been advised to work from home.

**For this reason, as of tomorrow we have no choice but to partially close to selected year groups and students.** This measure will be in place until the end of the week at which point we will reassess and communicate again so that you can make plans for next week. The students that will be affected are as follows:

- **Year 7, 8, 9 and 12 will now be asked to work from home from Wednesday 18 March.**
- College will still open to Years 10, 11 and 13. We have no advice, as yet, about the public exams for Year 10, 11 and 13. We are working with students to get required work finished as quickly as we can. We are also aiming to get all the relevant paperwork signed by students this week. In the absence of any advice to the contrary, we should all assume that the exams will go ahead as currently timetabled.
- We are also able to offer support if required to those children of families who work in front line NHS services or are employed in care services working with vulnerable adults or children. Please advise us **today** if this is likely to be the case by completing the form here: [https://docs.google.com/forms/d/e/1FAIpQLSeu1r-Mz7bMaMECHWHwyHeA7eSag-ToBdvjkclZGLtztzprGQ/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSeu1r-Mz7bMaMECHWHwyHeA7eSag-ToBdvjkclZGLtztzprGQ/viewform?usp=sf_link)

For those students who are in receipt of Free School Meals, a separate communication will follow to explain the arrangements we are trying to negotiate on their behalf.



Year 12 will be commencing their mock exam period. This will still take place but will be through an open-book approach. Teachers will set the mock paper in the usual way via Firefly and students must resubmit in the same way. They will be marked when possible and considered in the light of the different method of completion. Where subjects are completing practical based mock exams alternative tasks will be set through Firefly.

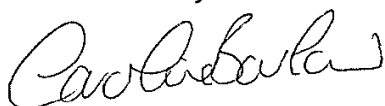
I can now also confirm that all after school events up until Easter will not go ahead. This includes matches, clubs, planned parents' evenings, Drama devised performance (Year 10) and the Library Quiz. We will give more details of events for the foreseeable future as well as arrangements for the events that have been postponed when we write in more detail later this week.

I attach with this letter the **protocols for the completion of learning** in the event of extended closure. I hope this will reassure you of our commitment to continue to provide a high-quality education for as long as possible in these challenging times. However, all of us are in the same situation with regard to COVID-19 and members of staff are also likely to fall ill. We will do as much as we can for as long as we can and we have systems in place within College to respond in these circumstances. It will be important for the students' well-being to continue in a routine of school work and continuing with the social structure of school.

Please continue to be patient with us. We are well set up to be able to manage due to our approach to EdTech. Where students do not have access, we will work with families to ensure they are still able to continue to access work. However, we are all still human and staff will also have their own families to consider and possibly manage even when working from home. We are at our best as a community when we work together as positively as possible with compassion and understanding.

I will write again this week to advise of more detailed arrangements for the remainder of this term and after Easter. Thank you as always for your continued support.

Yours sincerely



**MS C BARLOW**  
Headteacher