

**19 March 2020**

Dear Parents and Carers

Today student absence is higher than yesterday, with 245 students off (that puts our attendance at 59%) and we have an ever-growing number of students self-isolating due to having cold symptoms or potential COVID-19 symptoms themselves or family members with symptoms or in the at-risk category. This figure is at 184 students today.

Any students that are absent due to COVID-19 related issues **must not** return to school before the 14-day isolation period is up. This includes any student who is the child of a key worker or one of our vulnerable students who may be planning to attend next week.

As you know, the school closes to the majority of students at the end of tomorrow. Staff have prepared a pack of work to be completed in the event of school closure and this will be emailed to you today. Staff have prepared two weeks' worth of work and we will provide further work every two weeks.

We have given out Year 11 statements of exam entry and posted them home to absent Year 11 students. We realise, of course, that these are now not applicable and we await further information on how to proceed.

For those with siblings due to start with us in September, the initial induction evening on Thursday 23 April has been cancelled. Please complete and hold onto the student information pack until further notice. Unfortunately, we are unable to provide you with any further transition details now but will try to keep you updated in the near future when more is known about the current plan for schools as we move into the summer term. Thank you for your patience.

Year 10 work experience is cancelled. If you have organised your own work experience. We ask that you contact your prospective employer to let them know.

The Year 9 Options process is suspended. Please hold onto your options forms and booklets until further notice.

We will look to organise the Year 11 Leavers' Event at a later date.

We would also like to clarify the following concerning school trips and other items that have a financial implication:

- **All years' uniform orders:** Price & Buckland have confirmed delivery tomorrow, Friday 20 March 2020, for uniform that has been ordered online. This uniform will need to be collected from the school. In the event that your household is in self-isolation, your order will be held until the school reopens.
- **All years' lockers:** all student lockers will need to be emptied. For students currently self-isolating or away from school for other reasons, we will be in touch shortly to schedule a day when collections can be made.
- **All years' SVCS paid transport:** refunds are being processed for all payments received which cover transport after 20 March 2020. These will be received as soon as we can action them. However, please note that once the school is reopened, you will be contacted to arrange payments starting from day 1 of our return.



- **Year 7 Thriftwood Summer Camp:** cancelled – refunds will be processed via ParentPay as soon as possible.
- **Year 7 West Stow Anglo Saxon Village Trip:** cancelled – refunds will be processed via ParentPay as soon as possible.
- **Year 7, 8 and 9 Ardeche 2020:** cancelled – refunds will be processed via ParentPay as soon as possible.
- **Year 9 Options Forms:** on hold at present, we will update you at a later date.
- **Year 11 Prom:** unfortunately it is highly likely that this event may have to be cancelled. More information will be sent at a later date.
- **Year 11 Hoodies:** these are expected to arrive in school early next week; we will be delivering these to you either Tuesday or Wednesday next week.
- **Year 11 Photos:** any photos which have not yet been collected will be delivered with the leaver hoodies.
- **Year 11 locker key refunds:** further information on how these will proceed will be sent at a later date. Please ensure you keep the locker key safe as refunds will only be given in exchange for the correct locker key.

Kind regards

Mrs Kelly  
Headteacher

