

CEC/DNA/JWI

19 March 2020

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Web: [www.oakwood.ac](http://www.oakwood.ac)

Headteacher: David Naisbitt

Dear Parent / Carer

The government announced yesterday afternoon that all schools will be closed from Monday 23rd March to all pupils except those whose parents are key workers or those who are vulnerable. This is as a consequence of the global health crisis and is designed to support self isolation and social distancing. To support the very small number of families that would fall into this category. Oakwood will be open from 8.00am to 4.00pm for supervised work. If you are a key worker, your child has an EHCP or is supported by Social Care, please see guidance at the end of this letter.

Over the last few weeks, we have been planning in order to provide daily learning resources and support that correspond with our pupils' usual school timetable. We want to ensure our pupils have access to learning and support during these difficult times. Attached to this letter are the protocols for learning at home. We would expect the learning material to be completed and returned to teachers. Teachers will provide feedback on the work appropriately. The Year 7 ILE's scheduled for the first week after will be postponed and a date arranged once we are back in school.

The overwhelming majority of our pupils have their iPads or Chromebooks for this purpose. We ask that parents and carers check that device regularly and ensure that your son / daughter knows how to connect to Google Drive, Google Classroom and can access school emails. Smartphones can also be used to access emails, revision and resources.

We can confirm that all the GCSE exams this summer have been cancelled. We will be working with the exam boards to ensure all pupils will be awarded the grades they deserve. We will keep pupils and parents informed of any further developments regarding how this will be done as the details emerge over the next few days.

In addition, we have also put in place procedures for pupils and parents to contact us if they have any concerns about their own or someone else's well-being or welfare. An email has been sent to every pupil with the names and contact details of the Child Protection team. However, contact via email can also be made through your child's Personal Learning Tutor or a trusted adult in school.

As a matter of urgency, can we request parents contact [n.moorhouse@oakwood.ac](mailto:n.moorhouse@oakwood.ac) if your contact details have recently changed.

Finally, pupils who receive a free school meal will be invited in to school on a Monday, Wednesday and Friday between 10am and 12pm, when free food packages will be available for them to collect and take home. We would need the pupil themselves to present. If it is not possible to collect the package due to self-isolation, please make contact with Mr Eccles and arrangements will be made for a home drop off for food packages to be left at the door.

**A member of the Inspire Trust**



**Registered in England: 08775996**

In the coming days and weeks, should you have any questions about the situation and Oakwood's response to any change in circumstances, please make direct contact with Mr Eccles [c.eccles@oakwood.ac](mailto:c.eccles@oakwood.ac) or Mr Naisbitt. [d.naisbitt@oakwood.ac](mailto:d.naisbitt@oakwood.ac)

We will endeavour to keep you informed about any further developments through the school website and In Touch messaging service. Thank you for your continued support and patience during these uncertain times

Yours faithfully



**Chris Eccles**      **Deputy Headteacher**



**David Naisbitt**    **Headteacher**

# **Oakwood High School** **Closure – protocols** **Pupils / Parents**



**During a period of closure Oakwood High School will continue to set work for all pupils. We would expect that work to be completed, in line with teacher instructions.**

**We set out some important notes for pupils and parents to consider:**

## **Protocols for working**

### **Teachers will be setting work**

Pupils will be expected to follow their usual timetables; however we are not expecting pupils to be sitting behind a computer or device for the whole day.

Teachers will set work by the usual starting time for a lesson. It might be that a number of lessons are set for the start of a day or for a sequence of lessons.

Teachers have been asked that the work set should clearly state:

- the expected duration of the lesson and any associated tasks;
- the specific location of any supporting resources or a specific link or class code for e-learning;
- the deadline for submission of that task and how to submit the work;
- the times when you will be contactable (via email) to discuss the work and address any concerns, and;
- the expected timescales for feedback.

## **Our expectations**

It is important that you know that all staff understand that closure of the building does not prevent learning continuing. All pupils and parents must understand that we will do all that we can to minimise the impact closure may have on pupils and, equally pupils will have an obligation to complete the work set by their teachers.

The main method of communication will be email. Emails, Google Classroom and Google Docs should be checked at the start of each 'normal' school day.

Teachers will endeavour to answer pupil / parental emails in a timely manner. Teachers will expect work to be returned by the set time and that work will be checked. Pupils will receive feedback and pupils are expected to complete any set 'closing the gap' activities. Any missing work will be followed up by the teacher. Answering pupil to staff emails will be our priority.

Emails to staff should be polite and professional.

## **And finally**

Any information about the school, closure, teaching and learning will be communicated through Oakwood email and the school's website. Do not trust or rely on other sources (for example, Facebook or Snapchat rumours) for information.

Oakwood High School  
Copy of Pupil Safeguarding Email



## Safeguarding Information to Pupils

Hello,

Even though you are not in school I wanted to remind you of the support available to you should you find yourself feeling unsafe and at risk.

You are welcome to email the safeguarding team on [childprotection@oakwood.ac](mailto:childprotection@oakwood.ac) where a member of the team will respond to you via email, offering support and advice as appropriate between 8am - 4pm.

Key staff are as follows:

Mr Eccles	Miss Mallinson
Mrs Ronan	Ms Grice
Mr Jones	Mr Willey
Mr Naisbitt	Ms Mitchell

If you require a more urgent response due to the risk / threat posed to you please contact either 999 for the police or 01709 336080 for social care. Both of these services are available 24 / 7.

Childline also has a website and number you can call <https://www.childline.org.uk/> - 08001111

If you have concerns around your emotional wellbeing, thoughts of self-harm or suicide, please talk to an adult at home. Below are some services who may also be able to support

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<http://www.mymindmatters.org.uk/>

<https://youngminds.org.uk/>

<https://camhs.rdash.nhs.uk/young-people/> - 01709 304808

Please seek support should you require it,  
Thank you

## **Guidance for Key Workers and parents of identified vulnerable pupil groups**

Oakwood High School will be open Monday to Friday 8.00am and 4.00pm during the current Corona virus crisis to support identified Key Workers and children who are in an identified vulnerable group (EHCP pupils and those families working with Social Care). This will include the recognised Easter holiday with the exception of Good Friday and Easter Monday.

The school will be open between 8.00am and 4.00pm, there will be no meal facilities, so parents must provide a packed lunch. However, children who are entitled to free school meals will receive a food package.

During the day, children will be supervised to complete work that will be remotely set by their class teachers. They will not be required to wear school uniform.

### **Key Worker Groups:**

- Police
- Fire
- NHS staff
- Delivery Drivers

If you would like to access this provision please complete the following survey by 3pm on Friday 20th March.

[tinycloud.com/OakwoodEssentialWorkers](https://tinycloud.com/OakwoodEssentialWorkers)