

13<sup>th</sup> March 2020

Dear Parent/Carer

Thank you for your continued support in recent days and weeks as we manage our response to the emerging situation with COVID-19. We wanted to write to update you regarding the current situation at school and reassure you that we continue to adhere to Government guidance as well as following our internal emergency planning.

#### School events

We have undertaken a risk assessment of planned school events over the coming weeks and as a result have had to make some difficult decisions. Firstly, the Year 10 Parents' Evening has been cancelled. We know that you will be able to access your son/daughter's most recent report via Insight. Secondly, the Spring Concert has been postponed and further details will follow in due course. Other events such as Year 11 Leadership Dinner and the Year 12 Oxbridge Conference will continue as planned at the present time.

#### Trips and visits

Following updated Government guidance regarding school trips abroad Mr Keulemans will write to all affected parents/carers later today. Visits within the UK are being individually risk assessed and we will endeavour to keep parents/carers and students informed.

#### Partial or full school closure

If it is necessary to partially or fully close the school, we will of course endeavour to give parents/carers as much notice as possible. However it may be necessary to close at short notice. We understand parents/carers and students will have concerns about the possible disruption to learning, especially in the run-up to GCSE and A Level examinations. Students in examination years will be prioritised in the event of a partial closure. Our plans include using different models of lesson delivery during what may be a challenging period of high staff absence.

#### Online learning and resources

In the event of a partial/full school closure we would move to the next stage of our emergency planning. This may involve your son/daughter accessing electronic learning platforms such as the school's virtual learning environment (Moodle) or other software such as Edmodo or Kerboodle. Earlier this week all students were reminded to ensure that they can access their school email and have the relevant passwords for online resources. During any period of closure we will communicate with students regularly via their school email account.

If this will present a significant problem in terms of either access to the internet or availability of a laptop/tablet/similar device please contact Miss Renold (Director of Studies) by emailing either [sixthform@crgs.org.uk](mailto:sixthform@crgs.org.uk) or [mainschool@crgs.org.uk](mailto:mainschool@crgs.org.uk).

Should your son/daughter need to reset their school email or Moodle passwords whilst the school is closed they should email [administrator@crgs.org.uk](mailto:administrator@crgs.org.uk). At all times students should be using their school email address in any communications with us.

In the event of full closure, staff who are well will be working remotely during school hours.

#### Student absence

Please continue to inform us of your son/daughter's absence using the usual procedures. At Main School please telephone 01200 423379. A voicemail facility is available. At Sixth Form you may telephone on 01200 423118 or email [sixthformattendance@crgs.org.uk](mailto:sixthformattendance@crgs.org.uk).

If your son/daughter is self-isolating they should use the electronic resources available to support their learning. We are sure that you will understand that it will not be possible to provide individual work for specific students during this very challenging period.

#### Examinations and external assessments

We are closely following updates from Ofqual and the awarding bodies in relation to the forthcoming examination period and will communicate with the parents/carers and students of the year groups concerned as soon as we have any information to share.

#### Latest guidance

The latest Government advice and guidance can be found here:

<https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>

We would like to thank all parents/carers for their continued support, understanding and flexibility during this difficult period. We will continue to update you with our response to the emerging and rapidly-changing situation.

Yours sincerely



Mrs C S Reeves  
Head of Main School



Mrs K L Johnston  
Head of Sixth Form