19th March 2020  
  
Dear Parent/Carer,

**IMPORTANT – SCHOOL CLOSURE – PLEASE READ**

Further to the communication we sent out on Tuesday, you will now all be aware that the Government has announced that all schools will close from Friday, 20th March. This is to support the national effort to manage the spread of the coronavirus.

**Our school will be closed to all pupils from Monday until further notice.**

The Local Authority has advised us today that they are implementing local civil contingency responsibilities in order to ensure childcare is available for children classified as ‘vulnerable’ and those whose parents are key workers (we are currently awaiting a definition of who key workers are but currently this is thought to be: NHS staff, police, supermarket delivery drivers, care workers).

If you fall into this category and require your child to be looked after by school or through whatever provision the Local Authority deem best, please inform school before tomorrow (Friday) at 12pm by completing the attached form and returning it to school. There will be a requirement for parents to provide proof that they fall into one of these ‘key worker’ categories

Once we have an update on what this provision will look like, we will be in touch with those parents via text messaging or direct phone calls. The Local Authority will also be implementing provision for children in receipt of free school meals.

For families who are not classified as key workers, the period of closure is unknown but it is likely to be substantial.

Please ensure that your contact details are up to date and that you check the school website for further updates.

In the meantime, we have set up an e-mail address through which you may contact us with any questions or concerns: [support@copthorneacademy.co.uk](mailto:support@copthorneacademy.co.uk)

We are sending – or have already delivered - home packs of work for your children to complete so that they do not fall behind in their learning – please ensure that the children spend a good chunk of time on these activities each day. The children also need to read with an adult every day, discussing the book, characters, and the setting etc. Children in Year 1 need to continue practising their phonics sounds.

We know that these are difficult times and thank you for your ongoing support in keeping everyone healthy.

We send our very best wishes to you and your family.

Yours faithfully,

Stephanie Ngenda

**Head of School**

Christabel Shepherd

**Executive Head Teacher**

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If you are a key worker, and would like to take up the offer of a school place for your child, please complete the form below. **This must be returned to school by 12pm tomorrow (Friday 20th March):**

**Child’s name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year group\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Parent/Carer’s name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Key worker role\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I confirm that I would like to take up the offer of a school place for my child during the period of school closure. **I understand that this is a full time place and, once confirmed, my child will be expected to attend and their attendance monitored in line with the usual school procedures.**