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Head of School: Mr Pierre Coiffait

Thursday 19<sup>th</sup> March 2020

Dear Parents and Carers

This morning all Headteachers and Central Executive Team have met to reflect on yesterday's announcements by both the Secretary of State for Education and the Department for Education. We were promised an update at 9:30am this morning that as you may be aware, is yet to materialise. Despite this, we are working towards a contingency plan that is based on what the government guidance may be. This includes:

1. a thorough audit of every child within all our schools to ascertain medical and social needs;
2. a questionnaire to all families to identify carers that may fall into government "key worker" categories;
3. an audit of all staff members to clarify those that may be able to continue to work "hands-on with young people";
4. dialogue with local authority partnership agencies ie. transport, health etc to agree joint support strategies.

Headteachers agreed that along with the support of their staff teams all this information will be collated by lunch time tomorrow (20<sup>th</sup> March). Once we have robust and reliable data we will continue work on our ongoing risk assessment that is likely to include the following:

1. The possibility of opening a school / schools as a central hub
2. The potential to extend the academic year into the Easter period

The risk assessment may take a number of days to complete but as I stated last night all decision-making processes will be guided by our shared knowledge of all our children and young people.

We appreciate your ongoing support and patience throughout this unprecedented and challenging time for us all. Thank you,

*Graham Quinn, CEO New Bridge Group*