20 March 2020

Dear parents/carers,

**Re: Coronavirus update – school closure to most pupils**

Following on from my last update, I am writing to inform you that we have now been instructed to **close the school to almost all children after this Friday until further notice**.

As advised by the government, we will do all we can to stay open for the children of key workers (e.g. NHS staff, police, others in frontline services) and children with certain needs.

We are waiting for the government to publish more information on what this means, but it would help us in the meantime if you could let us know if you think your child may fall into one of these categories.

Please contact us by email at keywork@foxford.coventry.sch.uk with your child’s name, date of birth, tutor group and details of how your child meets the criteria. We will be in touch again as soon as we are sure who this does apply to and notify you of the exact hours that the school will be open to facilitate this.

**All other children will need to stay at home, so we ask that you do not send your child into school from Monday onwards.**

Please note that this is a national closure – as you may have heard in the news – so while it is a challenging situation, we are not alone. We will re-open fully as soon as we can and will let you know when this is by text and a letter will be emailed to you via Firefly.

**What we will continue doing while your child is at home**

Your child’s learning is of course important to us, so we will continue to support your child to learn. Details of this can be found on Firefly. Please ensure your child regularly logs into Firefly and completes the work that has been set. Firefly enables teachers to check the work and provide feedback. Staff will review the work and will be able to assess your child’s engagement in the tasks and will be able to see their progression.

If your child usually receives free school meals, until Easter in the first instance, we will be issuing e-vouchers for use in Tesco’s. To do this we will be using the email address used for normal contact with you, if you have not submitted an email address, could you please email these details, along with your child’s name and year group to mail@foxford.coventry.sch.uk.

**What we will not be able to go ahead with**

All events have now been cancelled and following Government announcements, we have had to sadly announce that all school trips are now suspended. Therefore, at this time, we are also suspending any payment schedules for trips in order to support the financial circumstances of families.

Should the trips be able to go ahead, we would expect the remaining balance to be paid, so please allow for this possibility.

If a trip is cancelled due to a government directive, then we anticipate being able to get refunds on any payments that have already been made. However, should you make the decision to withdraw your child at this stage, we cannot guarantee that payments can be refunded to you.

**Additional Information**

Year 9 and 10 students needing to collect items such as exercise/work/sketchbooks. We will arrange for this to happen between 3.30pm and 4pm on Friday 20 March 2020. In the first instance, please email [year09enquiries@foxford.coventry.sch.uk](mailto:year09enquiries@foxford.coventry.sch.uk) or [year10enquiries@foxford.coventry.sch.uk](mailto:year10enquiries@foxford.coventry.sch.uk) with the following:-

Student Name

Tutor Group

Subject

Teacher

**Weekly Bulletins for Year Groups**

It is our intention to issue these on a Monday, starting Monday 30 March 2020. These will be from your child’s year team to that we maintain the family identity of each year group. These will be posted on our website and Firefly.

This is as much as we know at the moment and we appreciate your continued patience with us as we deal with this ever-changing situation. We understand that this latest news will have an impact on you and your family and it is far from ideal, but we will continue to keep in touch with any updates as the situation develops.

If you want to get in touch to share any concerns, please do not hesitate to do so via mail@foxford.coventry.sch.uk

Thank you for your continued support as part of the Foxford family, we will be in touch with more information when we can.

Yours faithfully

A close up of a logo

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Mrs A Gallagher

Acting Headteacher