



**Smestow School**  
Windmill Crescent  
Castlecroft  
Wolverhampton  
West Midlands  
WV3 8HU

Interim Head of School: Mr. D. Smith  
Executive Headteacher: Mr. C. Jones

Tel: (01902) 539 500  
Email: [enquiries@smestow.org](mailto:enquiries@smestow.org)  
Website: [www.smestow.org](http://www.smestow.org)



Dear Parents/Carers

### **School closure information**

All schools have been instructed by the Government that, in line with national strategy and to delay the spread of COVID-19, they must close at the end of the day on Friday 20<sup>th</sup> March 2020 until further notice. This closure will apply to all children **except** those in the following specific groups:

- 1) Children with an Education, Health and Care Plan or who are allocated a Social Worker
- 2) Children of those in Key Worker professions who can otherwise not be supervised during the school day

School leaders will do everything possible to ensure that the school can remain open for these groups of children, but staffing levels are being critically affected by the virus. If staffing levels make it impossible to provide a safe environment for the children, the school will have to close.

***For a list of Key Worker professions and if your child falls into one of these categories, please see APPENDIX 1***

**All students will be expected to continue their education from home during usual term time school hours.**

- 1) How will my child access work? Please see previous information we have sent out or see
- 2) What work will my child be expected to do? Staff have set a range of activities to ensure your child covers their usual course of study in all subjects, ideally, they should undertake work according to their current timetable but can be flexible over choosing which tasks to do and when. It remains important that all pupils make every attempt to complete coursework. We understand times are challenging; therefore we trust parents to decide what working pattern best suits your family and your child.
- 3) Will my child have their work marked? Yes. Some activities are completed through programmes which automatically mark the work. Students may be asked to email teachers their work for marking.
- 4) What if I don't have a computer or internet access at home? Please contact us so that we can arrange support.
- 5) What if my child is ill during the enforced closure period? As on a normal school day, we would not expect your child to undertake schoolwork if they are ill. Work will be set, and we hope that you will encourage them to complete this when they feel better.

***If your child is in Year 11 or Year 13, please see APPENDIX 2***

### **Expectations of behaviour in public places**

Students are expected to be at home, undertaking schoolwork during term time school hours. If you give your child permission to be out of the house, then please be aware that you are responsible for ensuring



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they are well-behaved. This is a difficult time for all members of our community, and we expect all our students to act in respectful way.

### **Use of Social Media/Internet**

We would appreciate you reminding your child of the need to use Social Media and the internet responsibly. Usual standards of acceptable use apply to students at all times and incidents of misuse will be treated seriously upon return to school. In addition, we would encourage parents to regularly check on your child's use of Social Media and the internet to ensure that they are safeguarded.

### ***For further help and support, please see APPENDIX 3***

We will remain in close contact with you and share more information as it becomes available. We send our very best wishes to our students and their families at this difficult time.

Headteacher

### **APPENDIX 1: Children with EHCP/Social Workers or who have Parents/Carers in Key Worker Professions**

Key Worker Professions have been listed by the Government as but there is likely to be an updated list 20/3/20:

NHS staff	Police	Fire Service	Social Workers
Delivery Drivers	Teachers		

If both parents or carers work in one of these professions, school will remain open for your child if you are unable to make a suitable alternative provision for them. We respectfully remind you that the Government are strongly advising parents NOT to leave their children with grandparents/elderly relatives.



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The school is aware of children who have an EHCP or Social Worker. Please see the letter already released on the school website.

We require assistance from parents who are in Key Worker professions as we do not currently hold this information.

If you are in a Key Worker Profession and wish your child to be supervised in school please contact us by Friday 20<sup>th</sup> March, 14:00 at the latest. You can contact us by telephone or email [keyworker@smestow.org](mailto:keyworker@smestow.org). We will require the name of your employer and may require evidence of this employment.

It is important to note that in the circumstances where a parent has requested that a child is in school, the normal expectation of attendance every day will apply and non-attendance will be followed up. This is in line with our safeguarding processes.

### **APPENDIX 2: Parents of children in Year 11 and Year 13**

You will be aware that the Government have announced that GCSEs and A Levels planned for May/June have been cancelled. We are not yet aware of the detail behind this or the contingency plans. However, we have been assured by the Government that students will be treated fairly and that their progression onto their next phase of education, training or employment will not be affected. We know students and parents will be very concerned by this, we will share any information we receive with you at the earliest opportunity and we will do whatever it takes to ensure that your child is able to gain the qualifications they need. We have been meticulous in our record keeping throughout Year 10 and 11 should this information be required and we are ready to put in place whatever arrangements are required to support your child to do well.

### **APPENDIX 3: Helpline Support**

If you have any questions or concerns during the closure period (term time, school hours) you can contact us via [enquiries@smestow.org](mailto:enquiries@smestow.org). We appreciate your patience in awaiting our response when demand is high.

In addition, The Department for Education has launched a helpline to answer questions about COVID-19 related to education. Staff, parents, carers and young people can contact the helpline as follows:

**Phone:** 0800 046 8687

**Email:** [DfE.coronavirushelpline@education.gov.uk](mailto:DfE.coronavirushelpline@education.gov.uk)

**Opening hours:** 8am to 6pm (Monday to Friday)

Please see the links below for the latest guidance relating to Coronavirus COVID-19 from both the UK Government and the NHS:

<https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response>



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<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>