

Tuesday 17th March 2020

Dear Parent / Carers,

As you're probably aware, the government's guidance on the coronavirus has changed from the 'contain' phase to one of delaying the spread of the virus. We're getting in touch to let you know what we're doing in light of this, and what we expect from all of you, to help make sure our Academy community keeps safe and calm.

We'd like to reassure you that at Jewellery Quarter Academy, we're taking all of the necessary steps to protect our community and are continuing to follow official guidance from the government and the Department for Education.

What's the current situation?

- The **Academy remains open** – this is the current official guidance we've been given
- All Academy functions continue to run as normal
- If you, your son / daughter or anyone you live with has the following symptoms, you must follow [guidance to stay at home](#):
 - A new, continuous cough and/or;
 - A high temperature.
- If your son / daughter is unwell or is self-isolating, report this as you would normally by contacting the Academy absence line.
- Exams are still scheduled to run on the same dates
- We'll keep you up to date with any changes to the current situation

What we're doing to protect and support pupils and staff

- If a student is unwell, we make all attempts to contact parents / carers to have them collected or to gain permission to send them home.
- Our cleaners and Site Team clean throughout the day and focus on door handles, handrails and toilets.
- We have increased awareness around the Academy about personal hygiene.
- We have distributed tissues to all classrooms.

What we need you to do

- If you've recently changed your contact details, please inform the Academy office **as soon as possible** by emailing enquiry@jewelleryquarter.academy.
- Talk to your son / daughter about the Coronavirus. We want to make sure that your son / daughter feel supported. [BBC Newsround](#) has regular updates for students and [YoungMinds](#) has practical steps older students can take to help with anxiety.
- Come and collect your son / daughter straight away, if we ask you to (we'll contact you if they become ill with either a temperature or a new, continuous cough)

- › Check that your son / daughter has access to the JQA app from home and let us know if there are any issues (so we can make sure we're well prepared for remote learning if the Academy does need to close at some point). Please see the letters section on our website for further details about this.

What happens if the Academy has to close / partially close?

We'll only close / partially close if we're either officially advised to do so or we don't have enough staff to run the Academy.

In either case, we'll:

- › Send a letter home outlining the key dates of closure and expected return;
- › Continuously update the Academy website to keep you informed of new information,
- › Lead learning from home by adding work to the JQA App and sending students home with work booklets;
- › Send out staff email addresses so we can maintain communication with our stakeholders.

Please keep in mind that we're only sending out this information to help the Academy community prepare. There are currently no plans to close.

If you have any questions

Please consult the:

- › Academy office, if you have any questions about our response to this issue;
- › [NHS](#), if you want to know more about the symptoms of coronavirus. If you think you or your son / daughter may have the symptoms, use [NHS 111 online](#) if at all possible before calling 111
- › Department for Education's coronavirus helpline: 0800 046 8687, if you have any questions about the government's response to coronavirus in relation to schools;
- › Government's [travel advice](#), if you want to know whether any upcoming trip or holiday you're taking abroad should go ahead.

It's a tricky time and we know you're worried about the impact this might have on our community. It's important we keep each other safe and talk about these events to help with any anxiety.

Thank you for your continued support.

Mr G Williams
Headteacher