



Co-op Academy
Manchester

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Tuesday 17 March 2020

Dear parents and carers

Following the advice and guidance that the government issued yesterday, we are not able to safely operate the academy with effect from tomorrow morning (Wednesday 18 March 2020). This is down to the impact that the advice for vulnerable people has had on staffing levels in all areas of the academy. If you haven't read it, I encourage you to do so in order that you protect yourselves and your families too.

<https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults> (<https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults>)

This means that the academy will not be open to any students from Wednesday 18 March 2020. At this time, we expect the academy to remain closed at least until Easter and possibly beyond depending on how our staff remain affected and on what new advice comes through from the government and Public Health England. We will keep you up to date as and when we find out more and as and when the situation changes. I can reassure you that I have only made the decision to close the academy at this time as a last resort, and because we cannot operate safely with year groups of students on site.

During this period of time, students should remain at home and avoid gathering in large groups. Academy staff will continue working from home and we will do our very best to continue to provide education by posting work and resources on the VLE (vle.cam.coop (<http://vle.cam.coop>)) and by sharing tasks with students on the academy's Google Classroom and Drive platform. Students are able to access all of this from any device that has an internet connection. It does not require any specialist software. Students will also be able to submit their completed work in this way directly to their teachers, who will continue to monitor and provide guidance and feedback. Students who do not have access to the internet at home will be posted paper-based work home. We will also try and arrange some times throughout the closure where we can allow Year 11 students to collect folders in a controlled way. We will update any arrangements around this in due course.

Academy staff will be setting weekly assignments in each subject area and students are expected to check for these, do their best to complete them, and submit them where appropriate. Some tasks will not require submission, but will be designed to allow students to study a topic in further detail. We are also hoping to circulate logins for EdLounge which will enable students to work independently through a whole range of subjects. It is really important that students remain engaged in learning as much as is possible throughout this very unusual time so that they are not overly disadvantaged. We will include some personal development / PSHE tasks along with some guidance and tasks to help students stay fit.

We have also created a handy guide for students to remind them of how to access Email / Google Drive / Google Classroom and other revision and learning materials. You can find it here.

(https://docs.google.com/document/d/e/2PACX-1vSOCZBtAwn7B-zmpwczU5BHbzaGCTQQf1F9G_tRnykC3oLm_c0hGfalzpn6r37RxSvBitL3Q8pCQL4Z/pub)

Throughout the closure, academy staff will continue to monitor the Parent App (MyEd) messages and the main school email address (enquiries@cam.coop (mailto:enquiries@cam.coop)) and we will do our best to reply to all messages and enquiries throughout the working day. In addition to these channels of communication, we are also making a mobile number available for students or parents to use if they have any safeguarding concerns or emergencies. Please help us to keep this number available by only using it if you have an urgent safeguarding concern. The number for this emergency contact is 07973 799103. We are also equipping our LPSOs with school mobile numbers so that they can reach out and make contact with some students throughout the closure.

We have many students who are entitled to free school meals. We are already planning on how we can assist these families and will be sending out a separate communication to these families with arrangements. If you experience any particular issues around this, or find that you are struggling to provide food, please use the mobile number above and speak to a member of staff who will be able to help. Until the planned free school meals scheme comes into effect next week, please call this number if you require support with food this week. We are keen to offer help in a sensitive and discrete way.

Throughout this period, the best advice we can give is to :

- Keep things calm and in perspective so that students do not worry
- Keep your children indoors so that they are supervised, safe and can engage with the remote learning that has been provided
- Promote good hygiene by encouraging your children to wash their hands more regularly and for at least 20 seconds
- Follow the national guidance if you or your family develop symptoms of the virus, and particularly if you or your family are included in the government's groups of vulnerable people
- Keep checking the academy website and parent app for updates

Thank you for your support and understanding at this difficult time.

Yours faithfully



Steve Brice

Principal