

Executive Headteacher: Mrs J Woodhouse BSc(Hons)  
Head of School: Mrs S Crawley BSc (Hons)

24<sup>th</sup> March 2020

Dear Parents/ Carers

As the national situation has been developing rapidly over recent days, we have lots of information to share with our families. I would like to start by thanking our parents for their messages of support and for understanding how hard the school staff have been working to manage the dramatic changes to our schools over recent days. Because there is so much to share with families, I have divided this message into sections with sub-headings to help you to find the information which is most relevant to your family's circumstances.

#### Online learning

I hope that our online learning arrangements are working smoothly for your children. Please do not hesitate to contact [andymorris@cape.cornwall.sch.uk](mailto:andymorris@cape.cornwall.sch.uk) if you have any questions. We will continue to refine and develop our systems over coming weeks so please let us know if you have any feedback that we should consider. We are well aware that many students will miss being in school and that the online learning cannot replace the social and wider educational roles that a school fulfills. Tutors will continue to be in contact with their tutees and will provide advice and support alongside our pastoral teams. All staff remain contactable through their emails, or through [enquiries@cape.cornwall.sch.uk](mailto:enquiries@cape.cornwall.sch.uk)

#### Safeguarding Children.

Please use our email address as above to contact us if you need to. Miss Dani Long is our safeguarding lead and she can be contacted via [longd@cape.cornwall.sch.uk](mailto:longd@cape.cornwall.sch.uk) if you have any safeguarding concerns about a child. There are also more details about safeguarding children on our website including contact information for the Multi-Agency Referral Unit.

#### Year 11 Qualifications

Parents will know that the Year 11 exams in May and June have been cancelled. Students will receive grades for all their qualifications by the end of July and these are planned to reflect fairly the work and progress students have made. Teachers will be asked to make a judgement about the grade a student would have got, if they taken the exam, and to base this judgement on a combination of classroom assessment, prior learning (including KS2 test results) and mock exams as well as any examined content or controlled assessment which is still done in some subjects. Please be assured that if your child did not sit the mock exams (for example if they were unwell) that the teacher will have other forms of assessment which can be used to award a grade: it is not just about mock exams. Students will be able to appeal if they feel the grade awarded is too low, and will also be able to sit the exams 'at the earliest opportunity', or in the summer 2021 if they wish to, or to support their appeal. Proposals about these arrangements are not fully available at this

time, and you can read in this information that there are still significant gaps in the information that has been shared with us by the awarding bodies. We will keep parents and students full updated as further details are released over coming weeks. At this stage, it is important that students keep their workbooks, exam papers and any internal assessment materials in a safe place, and that they continue to complete the online work that is set by their teachers. All of this could be useful evidence to support the grades they are awarded. We know students will be disappointed to have missed the usual celebration events that mark the end of their time with us, including their prom. We will arrange a suitable celebration of their years at Cape Cornwall School in the future.

#### Free School Meals eligibility

We are working with our catering and finance teams to provide support for our families whose children are eligible for free schools meals. We feel that vouchers for the local supermarket (Tesco) are likely to be the most practical and flexible way to provide support and we will be contacting our free school meal families with more information as soon as possible, and by the end of the week at the latest. Thank you to our families for their patience as this has been more complex to organise than we expected: please be assured we are doing all we can to get arrangements in place.

#### Provision for key workers and vulnerable children

Thank you to families for understanding the seriousness of the present situation and for making arrangements to keep children at home wherever possible. I know our parents felt very strongly that this was what was best for children, and for our communities. Our provision for the children of keyworkers and the most vulnerable remains available throughout the period of school closure where parents have to attend essential work and are unable to supervise their children at home. Please only request provision if absolutely necessary as even one child in school requires a significant number of staff to manage the key duties of opening a school and running the site, and therefore comes with an inevitable level of risk of infection. Should you need school provision, please provide a minimum of 48 hours notice, and ideally a week to ensure we can have provision in place. As there are currently no students currently needing provision, the school site is effectively closed and we are managing all enquiries through our email systems.

#### School Events

All school events for the foreseeable future have been postponed. This includes Year 10 work experience, parent evenings, Duke of Edinburgh expeditions, and transition events for Year 6 joining us in September. When we do re-open (and we have no information about when this may be at the moment) we will provide an updated calendar of events.

#### Transition into Year 7

For families with children currently in Year 6, our usual programme of transition events will be inevitably disrupted. If we re-open before the end of the year, this will be one of our key priorities. In the meantime, our transition co-ordinator, Miss Long will be contacting families after Easter and will be in contact with the Year 6 teachers and primary colleagues to gather the information which we use to inform our planning. Please be assured that students will be supported through their transition to our school and can be assured of a warm welcome when they join us. More information will be provided after the Easter break.

I hope this information is of help to our families: there is lots to think about so if we have missed an aspect of provision that is important to your child and not covered in this email, please don't hesitate to ask for more information. As we work together over coming months to support our children in their education, and our communities to face the challenges, please be assured that

our staff are here to help. We will continue to be in regular contact with you and, as always, we are immensely grateful for your support and partnership.

Yours faithfully

Mrs Jan Woodhouse, Executive Headteacher

Kind regards

Mrs S. Crawley  
Head of School  
Cape Cornwall School