



## SEABRIDGE PRIMARY SCHOOL

Roe Lane, Newcastle-under-Lyme, Staffs ST5 3PJ  
Tel: 01782 432530 • Email: [office@seabridgeprimary.org.uk](mailto:office@seabridgeprimary.org.uk)  
Admissions: [office3@seabridgeprimary.org.uk](mailto:office3@seabridgeprimary.org.uk)



Thursday 19<sup>th</sup> March 2020

Dear Parents/Guardians,

### **CRUCIAL INFORMATION FOR ALL PARENTS – PLEASE READ THE FULL LETTER CAREFULLY**

As we are sure you are aware from the media, as of the end of Friday 20<sup>th</sup> March, all schools will be closed other than for the following groups of pupils:

- Children and young people with an EHCP;
- Children and young people with a social worker.
- Children of key workers who can otherwise not be supervised during the school day.

If you work in one of the following areas of employment **and** you will need your child to be supervised in school because there is no alternative supervision in the home (**ieboth parents are identified as Key Workers**), **we will need you to confirm this** following the final release of the 'Key Worker' list (a ParentMail form will be sent), which we now understand will be clarified tomorrow. Thank you to those who gave us an early indication today in order to help with our planning, but please do not forget to confirm again tomorrow once the final list is published. You will need to state the name of your employer when responding to us and we may require evidence of this employment:

- NHS staff
- Police
- Fire service
- Social Workers
- Delivery drivers
- Teachers
- Other 'key worker' areas as defined by the government (anticipated tomorrow).

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.

We do not know at this point when we will re-open to all children. We fully appreciate that this presents a number of challenges for us all, and we very much need to work together and be understanding of these difficult circumstances. In light of this, we are now implementing our action plan as follows:

- **All pupils** will be issued with work to be completed during their time at home. There will be paper-based activities as well as further updates online via Google Classroom during the closure. It is the expectation that all children complete some work each day, but it is clearly understood that the quantity of work completed is not going to mirror a school day, and children will also take part in other 'home' activities such as crafts, physical activity, construction and art activities. Signposts to useful websites will also be available on our website and these may be updated during the closure. All completed paper-based work must be brought back into school on the first day of our return. Children will also have access to their school books (to be sent home on Friday), and this will allow parents to see the standards of which they are capable. Sample reading books will also be sent out (Friday), but it is crucial that these are looked after and returned when we re-open, as this has a huge financial implication for the school and our resourcing. Work on Google Classroom will be monitored by teachers during the closure. Please also check your ParentMail accounts on a daily basis, as this will be a key method of contact. Messages to teachers via Google Classroom should be as necessary only and generally from the children, as you will appreciate that the teachers are managing full classes remotely. We hope you will be understanding of this.
- **Children in Reception to Y6:** Teachers will monitor access to Google Classroom and this will form part of our safe and well checks. There will be a daily 'assignment' issued with no content, children should mark this as 'done', and this will act as a registration. If teachers cannot see that Google Classroom has been accessed online within 3

school days, SLT will be made aware and a phone call made to parents so we can check all is well with the family. We appreciate this may be difficult for some families as you may be sharing laptops/tablets or not have the resources to access online activities, but hopefully you can understand that we have to have systems in place to check on the children's well-being and education. Contact on Google Classroom may be in the form of some work being completed, or a message from the parent (particularly for our younger children) to state that all is well and some work has been completed. If for some reason you are unable to make contact via Google Classroom, this should be done via the school office email: [office@seabridgeprimary.org.uk](mailto:office@seabridgeprimary.org.uk)

- **Children in Nursery:** whilst Nursery children are non-compulsory school age, they are very much part of our school family, and as such we absolutely believe we have a duty of care to make sure they and their families are safe and well. We would ask that a short daily email, just confirming your child is well, is sent to [office@seabridgeprimary.org.uk](mailto:office@seabridgeprimary.org.uk) by lunchtime. If we do not hear from you, we will contact you on the third day of no contact so we can check all is ok in the family.
- Parents must inform school before closure if there have been any changes to contact details which you have not yet provided for us. It is also your duty to inform us if these change during the period of closure. If we cannot get in touch with families during the closure, this will become a safeguarding concern and we would need to inform the relevant services (First Response and social services)
- Parents should use the [office@seabridgeprimary.org.uk](mailto:office@seabridgeprimary.org.uk) email for all general enquiries or the school phone number 01782 432530.
- For any families suffering hardship during this period, particularly without access to Free School Meals or Universal Free School Meals (Reception to Y2), your local foodbanks are listed below. Further information will be shared about this once the government has confirmed its plans. For any families who are in the fortunate position to have a little extra, we do know the foodbanks are struggling with their own resources; if you are able to donate, please do.
- Please be mindful of pupil presence in public spaces during the school day.
- There is key information to support parents during this time on our website, including a statement with contact information for key agencies.

We understand there will be some frustration about the situation, but would ask that social media is not used to vent this frustration; this closure of schools has not been directed by the school and we are responding as best we can to support the directives regarding the health of the country.

Yours sincerely

Mrs S Mitchell and Mrs J Harrison

### **LOCAL FOODBANKS: We will update you via ParentMail if we are informed of updated opening hours**

#### **St Luke's Church – our local Foodbank**

**OPENING TIMES** Tue 10:00 - 12:00 only - St Luke's Church, Severn Drive, Clayton, Newcastle under Lyme, Staffordshire ST5 4BH

#### **Newcastle (Staffs) Foodbank**

Aspire Housing Depot, Parkhouse Industrial Estate West: Brick kiln Lane, Chesterton, Newcastle under Lyme, Staffordshire ST5 7AS - **PHONE** 07519 159061

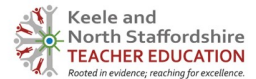
#### **All Saints Church**

**OPENING TIMES** Wed 10:30 - 12:30 only - Woore Road, Madeley, Crewe CW3 9PQ

#### **The Bethel Centre**

**OPENING TIMES** Wed 14:00 - 16:00 -The Bethel Centre: May Street, Silverdale, Newcastle under Lyme ST5 6NA

**'Working together to be the best we can'**



Executive Head Teacher: Mrs. S. Mitchell

Head of School: Mrs. J. Harrison