

Our ref: ljm/AMG/Correspondence

17 March 2020

Dear Parent/Carer

**RE: SCHOOL CLOSURE**

Following my very brief notice to you regarding The City of Leicester College being closed to all students from tomorrow, Wednesday 18 March, due to insufficient staff I wanted to provide you more detail and what to expect in the coming days.

Staff have informed me, in significant numbers, of the need to either self-isolate or socially distance. Following the government guidance this means staff are going to be unavailable to be physically in the school for a minimum of 14 days. Although I will review the staffing situation early next week I think it is possible the College will remain closed until the Easter holidays. It is my intention to update parents/carers regularly. I am very well aware that closing a school has significant implications for parents/carers as well as students and staff and would hope that you will understand that this has been an unavoidable decision.

At present there is no further comment from the Government or Exam Boards regarding the exams for our Year 11 and 13 students and I therefore must urge us all to assume that these will go ahead as planned. Should we have any update I will of course share this with you and the students.

Students have all had an assembly today and have been informed that this is not a holiday and that they need to complete the work that teachers set. Staff are working at home and will be available on line for their students. Teaching staff will be setting work for Year 10 and 11 on a daily basis by 9.30am each morning. They will expect work to be returned for marking as part of the process. Teaching staff will also be available on line in the afternoon for any support or queries. For students in Years 7 to 9 staff have set more project based work where by the learning takes place across a number of hours and therefore the staff instructions will be less frequent. Teachers are of course available on line for queries and support for the younger students too.

We are aware not all students have access to an electronic device and therefore staff have been preparing work packs for Years 7, 8 and 9. These have either been given to the students or will be posted out tomorrow.

We are also aware that the closure of school means that our students who rely on free school meals will be without a school lunch so we are in the process of providing vouchers to support those families. We will also forward information which may help regarding food banks.

If you find that your child does not have work, would you please make contact with the appropriate Head of Year in the first instance:

- Year 7 Ms Pratt - [ppratt@cityleicester.leicester.sch.uk](mailto:ppratt@cityleicester.leicester.sch.uk)
- Year 8 Ms Powell – [spowell@cityleicester.leicester.sch.uk](mailto:spowell@cityleicester.leicester.sch.uk)
- Year 9 Ms Tailby – [ltailby@cityleicester.leicester.sch.uk](mailto:ltailby@cityleicester.leicester.sch.uk)
- Year 10 Mr Davey – [pdavey@cityleicester.leicester.sch.uk](mailto:pdavey@cityleicester.leicester.sch.uk)
- Year 11 Ms Frederick – [kfrederick@cityleicester.leicester.sch.uk](mailto:kfrederick@cityleicester.leicester.sch.uk)

If you have any other concerns, please do not hesitate to contact either myself or Ms Walton:

- [agregory@cityleicester.leicester.sch.uk](mailto:agregory@cityleicester.leicester.sch.uk)
- [jwalton@cityleicester.leicester.sch.uk](mailto:jwalton@cityleicester.leicester.sch.uk)

Yours sincerely

**Anne Gregory**  
**Head Teacher**