

Our ref: CBL/CBE

20th March 2020



Dear Parents/Carers

Coronavirus update – Academy closure

Thank you for the kind messages of support we have received from you over the past few days. It has been a challenging week and I would like to thank all of our staff across the Q3 Academies Trust for their sterling work.

The news confirming the cancellation of GCSE and A-Level examinations is devastating for our students and staff. They have worked beyond expectations in the hope of securing the best possible outcomes this summer. We are expecting an announcement today detailing the government's plan to deal with accreditation for students across the country.

As advised by the government, our Academies will be closed to almost all children after today until further notice. We will do all we can to stay open for the children of key workers (as detailed at the end of this letter), and children with certain needs. All other children will need to stay at home, so we ask that you do not send your child into the Academy from Monday onwards. The most recent scientific advice on how to further limit the spread of COVID-19 is clear.

If the children of key workers can stay safely at home, they should, to limit the chance of the virus spreading. You should use this provision only as a last resort. Each Academy has requested that you inform them if you are one of the key workers identified by the government. It is essential that you return this information by 2pm today to facilitate planning.

Please note that this is a national closure, as you may have heard in the news, so while it is a challenging situation, we are not alone. We will re-open fully as soon as we receive further guidance from the government.

Your child's learning is of course important to us, so we will continue to help your child to learn. All of our students have been provided with materials to support their learning including a range of online resources. Please ensure that you refer to the Academy's website for full details.

If your child usually receives Free School Meals and is not attending their Academy, vouchers will be posted to you with a separate letter. Please ensure that you have informed us if your address has changed as we cannot take responsibility for non-receipt of vouchers. Students who attend the Academy from next week will receive Free School Meals as normal. All students in Year 11 who are entitled to Free School Meals will continue to receive their vouchers until the official leaving date of Friday 26th June.

We also understand that some children will have money for meals credited to their electronic cards. **Parents and Carers of students attending Q3 Academy Langley should refer to the Academy's website for further clarification.** If you have a ParentPay account please be assured that all unspent meal balances will be returned to your ParentPay Account automatically, without the need for you to make an individual request. This will be completed as part of our Academy closure process. To help our staff cope at this challenging time, we would ask that you do not make individual requests to the Academy which risks delaying

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completion of this process, unless you have an outstanding query with your child's account. We are liaising with ParentPay directly and expect to have this completed promptly. We will confirm when the funds have been returned to your ParentPay Account, should you wish to then make a withdrawal.

If your child tops up their card manually and they are in Year 11, and you require a refund, please email the Academy at this address meals@q3academy.org.uk stating the name of your child's Academy, your child's name, Tutor Group and the amount to be refunded. If your child is in one of the other year groups we are asking for your support in leaving this amount in place until your child returns. If you have credited a large amount and you require a refund, please email the address provided above.

We understand that this latest news will have an impact on you and your family and it is far from ideal, but we will continue to keep in contact with any updates as the situation develops. Please check your child's Academy website for updates.

Thank you again for your continued support.

Yours sincerely



Dr Caroline Badyal
Chief Executive of Q3 Academies

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Guidance on Key Worker Categories

Health and social care

This includes but is not limited to doctors, nurses, midwives, paramedics, social workers, care workers, and other frontline health and social care staff including volunteers; the support and specialist staff required to maintain the UK's health and social care sector; those working as part of the health and social care supply chain, including producers and distributors of medicines and medical and personal protective equipment.

Education and childcare

This includes nursery and teaching staff, social workers and those specialist education professionals who must remain active during the COVID-19 response to deliver this approach.

Key public services

This includes those essential to the running of the justice system, religious staff, charities and workers delivering key frontline services, those responsible for the management of the deceased, and journalists and broadcasters who are providing public service broadcasting.

Local and national government

This only includes those administrative occupations essential to the effective delivery of the COVID-19 response or delivering essential public services such as the payment of benefits, including in government agencies and arm's length bodies.

Food and other necessary goods

This includes those involved in food production, processing, distribution, sale and delivery as well as those essential to the provision of other key goods (for example hygienic and veterinary medicines).

Public safety and national security

This includes police and support staff, Ministry of Defence civilians, contractor and armed forces personnel (those critical to the delivery of key defence and national security outputs and essential to the response to the COVID-19 pandemic), fire and rescue service employees (including support staff), National Crime Agency staff, those maintaining border security, prison and probation staff and other national security roles, including those overseas.

Transport

This includes those who will keep the air, water, road and rail passenger and freight transport modes operating during the COVID-19 response, including those working on transport systems through which supply chains pass.

Utilities, communication and financial services

This includes staff needed for essential financial services provision (including but not limited to workers in banks, building societies and financial market infrastructure), the oil, gas, electricity and water sectors (including sewerage), information technology and data infrastructure sector and primary industry supplies to continue during the COVID-19 response, as well as key staff working in the civil nuclear, chemicals, telecommunications (including but not limited to network operations, field engineering, call centre staff, IT and data infrastructure, 999 and 111 critical services), postal services and delivery, payments providers and waste disposal sectors.

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