



WESTCLIFF HIGH SCHOOL FOR GIRLS

An Academy Grammar School
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18th March 2020

Dear Parent/Carer



At this time we have been asked by Public Health England and the DfE to remain open. However, we recognise we are entering a challenging phase of this pandemic and need to be ready with further actions.



To minimise disruption to teaching, we are postponing the Year 10 'Sixth Form Taster Day' event planned for Monday 23rd March.



Science

The Year 13 Parents Evening on Thursday 2nd April will not now take place. We have asked staff to email parents where there is a concern, and we are asking staff to respond to email requests from parents as well.



Engineering

We know there are a few members of staff absent from school because they are 'self-isolating'. Where they are able to, self-isolating staff are setting work either through the normal cover process or directly on Google Classroom.



Staff in school are continuing to teach as normal but also preparing for what we think will be an inevitable partial or full closure, either brought about by a lack of staff or through government decision. In readiness, staff are preparing resources ready for a significant period of distance learning to take place. Where possible they will upload extra resources to Google Classroom for self-isolating students, prioritising pupils in external examination classes. At this time staff are not able to respond to individual requests from absent students for work, and we are asking that pupils in this situation should, as well as checking on Google Classroom, make contact with their friends to try their best to keep up with the work missed.



International School Award
2011-2014

We appreciate that these are challenging times, but pupils have been advised that they are not to wear face masks in school.



Healthy School

A school closure may come in different forms. Examples are:



"Supporting Excellence in Education"

- If there is a shortage of staff, we may need to ask particular year groups to remain at home so we can focus the teaching on classes preparing for external examinations.
- If there is a known case of coronavirus at school, we may need to restrict access to parts of the building, or we may need to ask groups of pupils to be absent while a deep clean takes place (probably for 1 day).
- We may need to close the school to all but those taking external examinations, or
- There may be a full school closure to pupils.



In each case, where we close part or all of the school, pupils being asked to stay at home will need to carry out the work set by staff on Google Classroom or emailed to them on Outlook365.



Contd/..... **SEAT**



We will do our best to make any decision about a school closure by 6pm the day before, but even this may not be possible.

To support pupils during any absence we will be:

- a) emailing the parents of pupils of who qualify for Free School Meals to agree how to support them during this period of school closure;
- b) putting in place procedures to support vulnerable pupils;
- c) providing work for the pupils (as per the teaching and homework timetables) on Google Classroom. Work will be set by 6pm the day before a timetabled lesson.
- d) continuing to mark work which has been submitted electronically and provide feedback.

In the event of a partial or full closure, we ask that you undertake the following:

- Monitor that your daughter/son is completing work and homework set;
- Ensure that your daughter/son has access to either a PC with internet access or a Smart phone with internet access;
- Ensure that your daughter/son has downloaded links to Google Classroom, Office 365 and has stored their passwords in a suitable location;
- Check that your daughter/son prints any work completed and glues this into exercise books as appropriate;
- That any school closure is used as effectively as possible and is not considered to be a 'holiday'.

Your daughter/son will be reminded of the following:

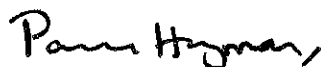
- If notice is given that the school will be closed to pupils they must ensure that they have any text books, exercise books, resources, etc. at home;
- Ensure that their files are uploaded to Google Drive in preparation for emergency closure;
- Know their Google Classroom login and password;
- Know their Office 365 log in and password (store these somewhere safe at home);
- Access their emails every day;
- Look on Google Classroom for work that has been set;
- Complete the work and homework as per teachers' instructions;
- Return work to staff electronically if requested;
- Print any work completed and glue this into exercise books as appropriate.

Regarding public exams, at this moment in time all pupils should continue to prepare as normal.

Please note there will be no internet access at school on Tuesday, 31 March (p.m. only). Unfortunately, this means the school cannot receive incoming emails that day. A message will be posted on the school's website as soon as this is back in operation.

We will continue to update you as information becomes available.

Yours sincerely



Dr Paul Hayman
Headteacher