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11 March 2020

Dear Parent/Carer,

I thought it was important at this time to keep you informed of the current situation regarding the Coronavirus (COVID-19) and the impact on Caister Academy. Currently, I am receiving daily updates from the DFE and at the moment we are in the containment stage. There are no confirmed cases in Norfolk at this time, which means that there are no imminent plans to close the Academy. However, it is important that we have a contingency plan that we share with you.

There are a number of different scenarios:

- The Academy may have to shut short-term for a deep clean (2-3 days)
- There may need to be a longer period of closure (more than 5 days) if the Academy has to move into the delay phase.

If the Academy does close, all communication will go through Classcharts, therefore it is really important that all parents, carers and pupils have their log in details and passwords. I would request at this time that all concerned familiarise themselves with the system and attempt to log on. All work will be set on Classcharts and after completion should be e-mailed to the relevant member of staff for assessment. It may also be possible for work to be accessed through the school Shared Drive.

It is really important that contact information is updated if necessary via the school office. Please could you also contact the office if you are unable to access the internet, either by a computer or by mobile phone.

If we are closed for an extended period of time, myself and staff can be contacted by e-mail as we will not be able to access the Academy site. Reception staff will be able to access enquiries@caisteracademy.org.uk remotely. I will ensure that you are kept up to date with any changes in our situation. I am also conscious that we are approaching the examination period for Year 11 pupils and would emphasise that we should continue to prepare as normal. If there are any changes we will notify you immediately.

Yours sincerely

A handwritten signature in black ink that reads "A.S. Bridges".

Mrs A Bridges
Acting Principal