



# BORDEN GRAMMAR SCHOOL

Borden Grammar School  
Avenue of Remembrance  
Sittingbourne  
ME10 4DB

19 March 2020

Dear Parents / Carers,

As you are aware, as of Monday 23 March, all academies and schools in England will be **closed for some students until further notice**. We are writing to provide you with the best information that we have available at present. Further updates will be provided as and when we are able. If you wish to read the statement from the Secretary of State for Education, Gavin Williamson, it can be found here:

<https://www.gov.uk/government/news/schools-colleges-and-early-years-settings-to-close>

## Work

All pupils should undertake the remote learning that is provided for them via Show My Homework, Moodle, GCSE Pod, MyMaths etc. We will update this work periodically as needed.

Please note that pupils should remain at home or in another appropriate indoor place during the school day, taking suitable breaks for their general wellbeing including physical activity. Pupils should not be out in public places during school hours.

## Absence coding

Throughout the period of the closure all pupils will be 'Y' coded. No absences, authorised or unauthorised, will be registered against pupils.

## Examinations

The government have announced that public examinations will not take place in May and June. It is not yet clear whether these will be rescheduled or some other arrangement will be put in place. It is recognised that this is a considerable blow to our pupils who have worked so hard in preparation. At this stage, our recommendation is that preparatory work and revision continue as examinations may well take place at some later date, this information has been discussed with Year 11 and Year 13.

## Free School Meals

We are conscious that a number of children are eligible for Free School Meals. The DfE will provide further guidance on this in due course.

## Safeguarding and other urgent concerns

There may be a need for parents/carers, pupils or staff members to urgently contact senior staff about safeguarding issues or other pressing matters during the period of closure. Very shortly we will publish on our website and email out to you details of how you can make such contact by telephone or email. We are finalising arrangements and expect to be able to publish these by close of business on Friday.



Headteacher: Mr G Mulligan BA (Hons) MBA



### Pupils who may attend

We will be expected to make provision for two specific groups of pupils: those whose parents or carers are key workers and those who have an Education & Healthcare Plan (EHCP).

**Please note that we will only be able to make provision for pupils who fall into these two criteria.**

**There will be no exceptions.** We realise that this will be troublesome for some parents/carers, but we cannot start making individual arrangements in the interests of fairness, consistency and achieving the purpose of the closure (minimising social contact). Please be considerate and do not put us in a difficult position by asking us to accommodate your child if they do not fulfil the criteria.

Please be aware that those children who do attend will be undertaking similar activities to those of their peers who are working at home. The purpose of Borden closing is to minimise contact and therefore we will be providing skeleton staffing to provide supervision and care for pupils who do attend. This means that we will not be running a normal timetable. It is perhaps worth noting that the Secretary of State has been clear that this is an entirely different role for schools and their staff. It is primarily about care, not education.

**As we will need to plan staffing, we will need to know in advance which pupils we will have in attendance. Therefore, if you are intending to send your child to Borden during the period of closure, please complete the table below and send it to Miss Bateman. If for some reason you do not have access to email, please contact the school by telephone and ask to speak to Miss Bateman. All responses must be received by 2pm on Friday 20 March.**

Upon receipt of your form, we will assess the validity of your request, confirm by return email the attendance arrangements and then be able to establish daily registers of pupils. If you indicate that your child will attend and this changes for any reason, please let us know. Apologies for having to be so prescriptive about this; we know you will understand why this is necessary.

Please note that our canteen will be open and providing catering as usual, and students are permitted to bring a packed lunch if they wish to.

We are awaiting definitive guidance on what constitutes 'key workers'. For now, our working definition is that key workers **include NHS staff, teachers, police officers and PCSOs, prison officers, probation staff, armed forces, social workers, firefighters, workers in logistics (transport, delivery, refuse collection etc) and civil service personnel.** We will provide a definitive definition when it becomes available. For now, if you believe you are a key worker and your occupation does not fall within this list please submit a form and we will discuss this with you.

We regret very much having to put these arrangements in place and we thank you for your understanding and forbearance. Our whole community is being impacted by this crisis and we assure you that we will do all we can to support you and your families through this difficult time.

Yours faithfully,



**Mr G Mulligan**  
**Headteacher**



**PLEASE RETURN BY 2pm on Friday 20 March please.**

<i>Request for child to continue to attend Borden Grammar School</i>	
Name of child:	Form / Year group:
Name of parent/carer:	Contact details (email and phone number):
Reason for request ( <i>delete as appropriate</i> ): <b>my child has an EHCP / I am a key worker</b>	
If you are a key worker, provide details of <u>occupation and employer</u> below:	
My child will attend: <b>every day / some days / occasionally</b>  (If some days or occasionally, if possible, please indicate dates of likely attendance for the next two weeks.)	
My child is eligible for Free School Meals: <b>Yes / No</b>	