



26 March 2020

Dear Parents/Carers

As we all adapt to our new ways of working, I would like to update you all with how we are continuing to support our students and our staff at St Matthew's.

1. In-school provision.

Please remember that the latest government directive is that children and adults should stay at home whenever possible, however if you are a key worker and need to send your child into school you must inform Mr Atkin at least 24 hours in advance via text message to 07860 454977 or via email (s.atkin@smrchs.com). This will enable us to ensure the provision is staffed accordingly. Please include the name of the student(s) and year group in your message. In school provision is running from 0900-1430 and students must attend in full school uniform and bring trainers for PE activities. The student gate is open from 0900 every morning and locked at 0915 for site security, any student who arrives after this time will not gain access to school. In line with government guidelines a parent/carer must show proof of their key worker role to a member of staff the first time their child attends the in-school provision.

2. Other pastoral support/On line provision for students.

I have asked all Form Tutors to contact the parents/students in their Form, via telephone, **once per week**. Please expect this call. If you do not receive a telephone call, please inform the Head of Year. (All contact details of Form Tutors and Heads of Year are available on the website). **Your child's Form Tutor should remain their first point of contact for school.**

The purpose of this contact is to make sure you are all well, to share any updates with you from the year group, to answer any queries you may have, and to make sure your child is coping well with the work that has been set by their teachers.

Please remember that the online work has been set to ensure your child keep their minds active and keep in the habit of carrying out daily learning activities. It is NOT intended to be a direct replacement for working in school. **The priority MUST be their health and wellbeing, and that of their families.**

3. Year 11 students

We know that teachers' predictions will be used by examination boards to award students with final grades. However, as yet, we have not had confirmation regarding how we will communicate our predicted grades to exam boards, and importantly, how they will moderate our work in order to award your child with a grade. For this reason, I have asked all teachers NOT to disclose their predicted grade, to any student.

On another note, I would like to reassure all students and parents that we WILL be arranging a leavers mass, assembly and a 'prom' for our year 11 students in due course. We cannot confirm when or where these will take place as yet. As soon as we can confirm any details, we will let you know.

4. Free School Meal arrangements/Safeguarding young people

Families of students who receive Free School Meals will have received a supermarket voucher in the post from the school office. These will be repeated every 2 weeks, until a 'National Voucher Scheme' is launched. Moving forward, we will be managing this process via email. It is important that we have an up to date email address on file. If you need to update this, or if you do not

have access to email, please call the main school number 0161 681 6178 (Option 0) and leave your details. A member of staff will be in touch with you to explain how to proceed further.

In terms of safeguarding all our young people, if you have any concerns/queries about any of our students whilst school is closed, please telephone the main school number (above) and use option 1. A member of the safeguarding team will be monitoring this daily.

5. Find the Joy!

It has become a tradition now at St Matthew's that we 'Find the Joy!' At this time of uncertainty in society, I believe it is more important than ever to encourage our young people to focus on positive aspects of their lives. With that in mind, if any of your children wish to share any of their 'joy' moments relating to work they have done, activities they have taken part in, or any other 'moments' that they want to let their teachers know, please feel free to contact us via the main contact email (contact@smrchs.com) and we will share these with staff on a regular basis.

Finally, once again, on behalf of all the staff, may I thank you for all your support.

Best wishes



H. Murden