



**NORTHOLT  
HIGH SCHOOL**

Committed to excellence

Eastcote Lane, Northolt, Middlesex, UB5 4HP

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Headteacher: Marion Budd, MA (Hons), MA (Ed), MBA

19 March 2020

Dear Parents / Carers

### Re: Coronavirus update – school closure to most pupils

Following on from my last update, I'm now writing to let you know that **we have now been instructed to close the school to almost all children after tomorrow, Friday 20th March 2020 until further notice.**

As advised by the government, we will do all we can to stay open for the children of key workers (e.g. NHS staff, police, others in frontline services) and children with certain needs.

We are waiting for the government to publish more information on what this means, but it would help us in the meantime if you could let us know if you think your child may fall into one of these categories. **You can do this by:**

- Emailing [help@northolthigh.org.uk](mailto:help@northolthigh.org.uk)
- Telephoning the school on 020 8864 8544

When you contact us, please:

- Tell us your child's name and year group
- Tell us who you work for and the job that you do.

We'll be in touch again as soon as we are sure who this does apply to.

**All other children will need to stay at home, so we ask that you do not send your child into school from Monday onwards.**

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'll re-open fully as soon as we can and will let you know when this.

### What we'll continue doing while your child is at home

Your child's learning is of course important to us, so we'll continue to help your child to learn. Teachers will continue to set work for students each day, following the normal timetable. This means that students can develop routines at home which are balanced and mirror their normal school day as much as possible. We hope that this will help to provide a structure for students' learning at home and that it will also support parents.

Our school uses Google for Education and students are all enrolled in 'Google Classrooms'. This will be how teachers set online learning for students. Once an assignment has been created, students will receive an email to their school email address letting them know that they have work to complete.

Teachers will respond to students' queries as much as possible, but will only respond between the hours of 8am and 4pm. If you have an urgent query, please telephone the school or email [help@northolthigh.org.uk](mailto:help@northolthigh.org.uk) and a member of staff will help you.

We have prepared some guidance for you about how we will be setting work for students which you can find on this page on our website: <https://www.northolthigh.org.uk/851/coronavirus-extended-school-closure>. You will also be able to see on this page the information booklets we have provided for students.

### Setting work if my child does not have access to the internet

If you do not have access to the internet for your child, please contact the school. You can do this by phone or by emailing [help@northolthigh.org.uk](mailto:help@northolthigh.org.uk). We will post work home to you on a regular basis (at least twice per week).

### What can you do if you need advice about your child?

Please get in touch with us if you have any concerns or questions about how to support your child during this period. We will always have staff ready to respond to you. You can contact us by telephoning the school on 020 8864 8544 or emailing [help@northolthigh.org.uk](mailto:help@northolthigh.org.uk).

We will keep you updated regularly. To do this, we will send you text messages linking to letters or pages on our website. **Please tell us if you have not received text messages this week so that we can update your telephone number.**

We will be monitoring students' work online and will communicate with you as much as we can. If you need to discuss your child's work with us, please email [help@northolthigh.org.uk](mailto:help@northolthigh.org.uk) and we will redirect your query to the appropriate member of staff.

If your child usually receives free school meals we will also be in touch with more information about how we will continue to provide this.

### What we won't be able to go ahead with

We have cancelled all school trips and visits for the remainder of this academic year. We will reschedule these as soon as we are able to do so. We have promised our Year 11 students that the very first event we will plan once we are open again will be their Year 11 Prom. We will consult students about their wishes for this event so they will be involved in planning.

### How we plan to keep in touch with you and your child

This is as much as we know right now and we appreciate your continued patience as we deal with this ever-changing situation. We understand that this latest news will have an impact on you and your family.

If you want to get in touch to share any concerns, please don't hesitate to do so by telephoning the school or emailing us at [help@northolthigh.org.uk](mailto:help@northolthigh.org.uk)

And remember: if you or your child feels ill and you want to know what to do next, please use [NHS 111 online](#).

I remain extraordinarily proud of your children and our staff. They have responded to these uncertain times and to our plans for continuing their education with courage and we are really seeing everyone put our school values into practice. I have witnessed a real display of unity in

the school today. For example, our Year 11 students have calmly absorbed the news that their examinations have been cancelled. Our Year 7 students have been enthusiastic in asking questions about their home learning and have asked us to help them find a way to continue reading while they are away. Other students have been to see me to ask how we can try to keep our School Council and its various committees going during the closure period. We set out as part of this year's School Improvement Plan to have 'community' as our central focus. This will not change.

Thank you again for your continued support, and we will be in touch with more information when we can.

With best wishes

Yours sincerely

A handwritten signature in black ink, appearing to read 'Marion Budd', with a horizontal line extending from the end of the signature.

Marion Budd  
Headteacher