



Woolwich Polytechnic

School for Girls

Ms. S. Kazmi MA. BA (Hons). NPQH

Birchdene Drive, London, SE28 8RP

Dear parents/carers,

We are writing to inform you that as per the announcement by the Prime Minister, Woolwich Polytechnic School for Girls is going to be closed from Monday 23rd March. The only students that will be allowed to come into school are those that are classified as vulnerable or the children of keyworkers. All of these families have already been contacted. If you feel that your daughter should have been on this list, please email Ms Smith - esmith@woolwichpoly.co.uk

We would like to reassure you, that despite the school being closed, we are here to support you and your families as much as we can. We will need to take information day by day from the Government, Department for Education and Public Health England/NHS and will share any updates relating to school with you via the school website, social media and email when appropriate.

During this time of closure, we ask that you read the following information carefully so that you are aware of expectations for students as well as the information that we have already shared with them, communication links with the school and how to seek support when needed.

Work for students: We have provided students with four weeks' worth of work. For the first two weeks, students have been given a list of tasks and an orange exercise book in which to complete them in. For the following two weeks they have a pre-reading booklet to complete. If students were in school to collect this they have already been given it, for those that were not in school, it has been posted to you. If school is closed beyond this we have prepared further work that will be posted out to all students in due course. (A copy of all of this will also be on the school website under the home learning section).

We do not expect students to be working all day every day, but that they should set time aside each day to complete some tasks. If a student is ill, we understand that they might not be able to work. We also encourage students to read as much as possible.

Communication with school staff: In the interest of safety and care of our students, a member of staff will be calling every family on Tuesdays and Thursdays each week at a minimum. The purpose of this call is to check in, ensure that the student and the family are well and to see if any support or help is needed. Please expect a call from a private number on these days and answer wherever possible as failure to answer could cause undue concern and trigger a welfare check. We would obviously like to avoid risking the health of the staff and your family which could be increased by having to visit family homes unnecessarily. We want to reassure you that we are calling because we care. If you needed to contact us in an emergency, to ask advice or if your daughter (or other family member) becomes seriously ill, we have set up a school mobile phone number – 07404407686. You can call, text or Whatsapp using this number and we will call you back. We have also shared this number with all students as well as a list of emergency contacts as follows:

Contact details for support:

- If there is an emergency where you need the police, fire service or ambulance call 999 (It is free to call, you do not need credit)
- If you or a friend is in danger from adults or one another you can call Greenwich children's services – 02089213172 (day time) or 02088548888 (out of hours) – **Please note, that as a parent/carer you can contact Children's services for advice or support with your own family or another family/child if you become worried or concerned for their safety and this can be done anonymously.**

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- In you want advice or help with something, you can go to The Point (Woolwich). It is open 9am-5pm every day or you can call 020 8921 8224.
- Non-emergency police – 101 (e.g. if something has been stolen, if you have witnessed a crime, you have a concern that isn't an emergency)
- If you want to talk to someone anonymously because you are worried about something or something/one is upsetting you, you can call Childline – 08001111

Safety and advice for students: We have gone through some tips and reminders with students in school over the past week or two to ensure that they know how to keep themselves safe and how to support family members in case of emergency or illness. This has included safety in the home and if they are out alone (e.g. cooking, answering the door, contacting emergency services and safety plans), staying healthy at home and looking after their mental health in times of stress and anxiety. We have also created a leaflet for them to bring home, please familiarise yourself with this information and ensure that your daughter always has access to it. We will also share this on the school website.

Support for families: We would like to offer any support that a family may need as far as we possibly can. If you are having to isolate or quarantine and need support getting medical supplies, food or household items, please contact us and we will do our best to get the essentials to you. If your family qualify for free school meals, and you would like your daughter to receive a take-away sandwich lunch, please let our school office know if you haven't done so already. You can also find out how to access your local food banks by following this link: <https://greenwich.foodbank.org.uk/get-help/> Please see the safeguarding page on the school website for more information; there is a booklet with advice and contact details for services. If you find your family in unexpected financial difficulty, or need any other support, please let us know.

Please check the school website as often as possible. You can also find a list of staff emails there if you need to contact a specific member of our staff. However, please be aware that if they do not respond it may be due to personal illness or circumstances, in this instance, please call the school number, the school mobile, email info@woolwichpolygirls.co.uk or email one of the leadership team.

Finally, we would like to reiterate that these are unprecedented and exceptional circumstances which require day by day planning and adaptation. Please be patient and bear with us, we will do our best to keep you informed and up to date. Remember that looking after the health of yourself and your family always come first and we will do our very best to support you all through this time.

Yours sincerely,

The Woolwich Polytechnic School for Girls Team