

19th March 2020

Re: Coronavirus COVID-19 and School Closure

Dear Parents and Carers,

Following on from my previous letter and based on student and staff numbers in school today, the decision has been made that **normal teaching will end today**. As such, we discourage students from coming into school tomorrow (Friday) unless absolutely necessary. For those students that do come in, they will be supervised doing independent online work until 12pm. They will then have the opportunity to have lunch before being dismissed.

The school will then be closed to the vast majority of students from 12:40 Friday 20th March. However, if necessary, provision will be put in place for specific groups of students. These groups include children of key workers and disadvantaged pupils.

Children of Key Workers

If you are a key worker, and you intend to send your child into school during the closure period, please could you complete the form [here](#) or call the school in order that we can plan resources accordingly. **This must be done by 14:00 Friday 20th** so we can get back in touch with you to let you know the provision. As it stands, the government has defined key workers as Police, National Health Service workers and delivery persons. We have added an option called, 'Other' as we expect the list to change today.

Disadvantaged Pupils

Disadvantaged pupils means those who have an Education Health Care Plan or/and have a social worker working with them. If you intend to send your child into school during the closure period, please complete the form [here](#) or call the school so that we can plan resources accordingly. **This must be done by 14:00 Friday 20th**. We will then get back in touch with you to let you know the provision.

All other pupils

- All work during the school closure will be set on the Microsoft Student Portal for every subject. We also encourage students to set time aside to read and undertake fitness activities.
- Heads of Department, Heads of Key Stage and members of the Senior Leadership Team (SLT) will follow up with students and keep in contact with parents where required.
- It is therefore vitally important that your child has access to a suitable device and internet connection at home in order to complete work. If your child does not have access to the internet at home or a suitable working device, please contact the school reception by telephone (020 3301 7660).

Exams

As I am sure you are also aware, the government announced yesterday that exams will not take place in May and June. As I write this, I do not know if or when students will sit their external exams. It could be that students will sit them in the Autumn or, more likely, it could be that the school will be required to give projected levels. If that is the case, we would then be required to give evidence of work to back up the level we have awarded. You must keep all marked assignments. It is also imperative that students work as hard as they can, completing all assignments at the highest level possible. This is an uncertain time for our students, but it is an opportunity to use it to your advantage and work hard.

Child Protection and safeguarding concerns

- Child Protection or safeguarding concerns should still be directed to our Designated Safeguarding Officers:
 - o Key Stage 4:
 - Miss Elwahabi - h.elwahabi@westminsterUTC.ac.uk
 - Mr. Ofosu - a.ofosu@westminsterUTC.ac.uk
 - o Key Stage 5:
 - Miss Leveridge- m.leveridge@westminsterUTC.ac.uk
 - Miss Thompson - k.thompson@westminsterUTC.ac.uk

Future Communication

- I will communicate updates to parents via email, text message and will also publish updates via the student portal and school website.
- Students will be able to communicate with their teachers via email.
- Parents can email enquiries@westminsterUTC.ac.uk which will be monitored by a member of support staff daily who will manage determine the most appropriate person to deal with the query. They will also check the school phone daily. We are committed to supporting you as much as possible during this unprecedented time.

Practical Help

When we close, I imagine it will be a difficult time for everyone and we do not want you to feel isolated or to be in need. To that end we are making plans to support students entitled to free school meals. We will let you know more about these plans as they evolve.

Re-Opening

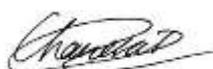
- On re-opening, school will continue according to the school calendar as much as possible
- Events which have had to be cancelled will be rescheduled as appropriate.

You will be able to find up to date information via our school website: www.westminsterUTC.co.uk. Please check this regularly.

I would like to stress that **if you have not been receiving both e-mail and text messages from the school and believe therefore, we do not have up to date contact information, please contact enquiries@westminsterUTC.ac.uk as soon as possible. You can also update your information through the “coronavirus information” page on the school website.**

These are unprecedented and uncertain times. I do not know what the next few weeks and months will hold. What I do know is that we now, more than ever, must support one another. While we may not see each other for a while, be assured we are in this together.

Best regards,



Mr. Chandrakumar
Headteacher

Supporting your child working from home – Monday 23rd March onwards

All subjects have created folders for work, and students will have access to this website to download the work.

<https://westminsterutc.sharepoint.com/sites/WestminsterUTC>

Work will be published by Monday for the week ahead in all subjects and for all year groups.

Expectations:

- Students are expected to spend the same amount of time on each subject as they would at school. For example if they have 3 lessons of Geography (3 Hours) then the work set will take this amount of time also.
- Students will be able to email their teachers any questions they may have about their work. Staff will respond within the normal school working hours and within 24 hours of the email being sent. If a response is not given due to ill health then parents can email Heads of Departments or members of the Senior Leadership Team.

We strongly encourage students to remember to carry out other activities at home as well:

- Where possible can there be some daily exercise? (see next page)
- Reading - Spend at least 30 minutes a day reading your book.
- Enterprise - how can our core values as a school still be demonstrated? Take a look at the Amnesty International website: <https://www.amnesty.org.uk/>
- Make sure you look after you and your child's mental health and wellbeing. There is lots of helpful advice here: <https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/>

What could you ask your child about their work?

- What work have you been set that needs to be completed this week?
- Can you show me what you need to do?
- Do you have a list of everything you need to revise for this topic? Can you show me?
- Is there a 'best' way to revise this topic?
- How will you memorise these things for your next exam?
- Are there some questions I can ask you to help test your knowledge?
- What do these questions look like in the GCSE/A-Level?
- Are there practice exam questions you can complete for this topic? How much time should you spend on them? Shall I time you?
- Is there a revision guide to support this revision? Do you have it?



MATRIX

workout

"I KNOW KUNG FU"



20 side lunges



40 high knees



10 fast drop squats



40sec one leg stand



20 forward leg raises



20 planks w/ rotations

sets level I 3 sets level II 5 sets level III 10 sets **rest between sets** up to 2 minutes

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