



20<sup>th</sup> March 2020

Dear Parents/Carers,

As you know, following the announcement by the Prime Minister on Wednesday 18<sup>th</sup> March, all schools are closing from the end of the school day on Friday 20<sup>th</sup> March.

Last night guidance was issued by government and it states that *the most recent scientific advice on how to further limit the spread of COVID-19 is clear. If children can stay safely at home, they should, to limit the chance of the virus spreading.* They have set out 5 key principles:

1. If it is at all possible for children to be at home, then they should be.
2. If a child needs specialist support, is vulnerable or has a parent who is a critical worker, then educational provision will be available for them.
3. Parents should not rely for childcare upon those who are advised to be in the stringent social distancing category such as grandparents, friends, or family members with underlying conditions.
4. Parents should also do everything they can to ensure children are not mixing socially in a way which can continue to spread the virus. They should observe the same social distancing principles as adults.
5. Residential special schools, boarding schools and special settings continue to care for children wherever possible.

I appreciate that for many parents, the closure of your school will make life even more difficult for you during what I know are extraordinarily challenging times. We are acutely aware of this and that many of you will want to continue to work if you can.

Schools have been asked to prioritise an education provision for vulnerable pupils, if your child falls into this category you will receive a separate personal letter from myself shortly.

If your work is critical to the COVID-19 response, or you work in one of the critical sectors listed below, and you cannot keep your child safe at home then your children will be prioritised for education provision:

- Health and social care
- Education of childcare
- Key public services
- Local or National Government
- Food and other necessary goods
- Public safety and national security



Artsmark  
Platinum Award  
Awarded by Arts  
Council England



ASPIRE, ENDEAVOUR, ACHIEVE

[www.thevictoryacademy.org.uk](http://www.thevictoryacademy.org.uk)

Director of Education (Chatham): Ms M Gage BA (Hons) NPQH  
Chief Executive Officer: Mr S Gardner BA (Hons) MSc NPQH NLE

Magpie Hall Road, Chatham,  
Kent, ME4 5JB

T: 03333 602140  
E: [office@thevictoryacademy.org.uk](mailto:office@thevictoryacademy.org.uk)

The Victory Academy is a member of The Thinking Schools Academy Trust, whose registered address is Park Crescent, Chatham, Kent, ME4 6NR. A company limited by guarantee registered in England and Wales. Company Number: 7359755



- Transport
- Utilities, communication and financial services

If workers think they fall within the critical categories above they should confirm with their employer that, based on their business continuity arrangements, their specific role is necessary for the continuation of this essential public service. A letter to this effect will be required to admit your child into school and we will require 24 hours' notice to ensure we have adequate staffing levels to keep all children safe whilst in our care. (Please note that for emergency services, education and government workers photographic ID will be accepted).

For students attending The Victory Academy we will be basing this provision at New Horizons Children's Academy, Park Crescent, Chatham, ME4 6NR and will be working with Rochester Grammar School, Holcombe Grammar School and New Horizons Children's Academy who will be based at the same location.

Members of our school team, including the Headteacher and the Senior Leadership Team, will be based at New Horizons to ensure our students have familiar faces and people while we care for them. We hope this will be reassuring for them.

The reason that we are working with other local schools through this period is to enable us to ensure education provision remains open for these children whilst staff are unable to attend due to illness, or because they are self-isolating when a family member may be showing symptoms of the Coronavirus.

Staff will aim to provide as complete an education for students as possible throughout this period but the Government has also been clear that we will not be expected to provide more than care and supervision if, because of staff absence, we are not able to. I hope you can understand that. We will, of course, continue to do our very best for you and your children.

We would like students who are attending school from Monday onwards to do the following:

- Arrive at school at 8.40am
- Be picked up at 3.05pm
- Maintain the school's behaviour policy.
- Wear normal school uniform.
- Complete the work set by their school so that they can continue their learning during this time.

We are working with the school caterer to enable meals to be available for students during the school day.

So that we can best plan for Monday, it would be very helpful indeed to know how many students are likely to attend. Therefore, if you believe your child is eligible to attend school from Monday, please complete the form below, including proof of eligibility, and return to the school office by the end of the school day on Friday 20<sup>th</sup> March.



**Artsmark  
Platinum Award**  
Awarded by Arts  
Council England



ASPIRE, ENDEAVOUR, ACHIEVE

[www.thevictoryacademy.org.uk](http://www.thevictoryacademy.org.uk)

**Director of Education (Chatham):** Ms M Gage BA (Hons) NPQH  
**Chief Executive Officer:** Mr S Gardner BA (Hons) MSc NPQH NLE

Magpie Hall Road, Chatham,  
Kent, ME4 5JB

**T:** 03333 602140  
**E:** [office@thevictoryacademy.org.uk](mailto:office@thevictoryacademy.org.uk)

The Victory Academy is a member of The Thinking Schools Academy Trust, whose registered address is Park Crescent, Chatham, Kent, ME4 6NR. A company limited by guarantee registered in England and Wales. Company Number: 7359755



For all other students the school is closed and we will provide support with distance learning by the use of Show my Homework and Microsoft Teams. Further details of how students will be supported in their learning whilst the school remains closed will be sent out in due course.

I realise this is a very challenging time for everyone and appreciate your continued support – we are only able to continue to operate because of your ongoing co-operation and help, and I am very proud of the way everyone is rallying around. I would also like to take this opportunity to pay tribute to the staff across our schools who have shown, and continue to show, remarkable fortitude and commitment.

Yours sincerely,

Ms M Gage  
**Director of Education (Chatham)**



**Artsmark  
Platinum Award**  
Awarded by Arts  
Council England



ASPIRE, ENDEAVOUR, ACHIEVE

[www.thevictoryacademy.org.uk](http://www.thevictoryacademy.org.uk)

**Director of Education (Chatham):** Ms M Gage BA (Hons) NPQH  
**Chief Executive Officer:** Mr S Gardner BA (Hons) MSc NPQH NLE

Magpie Hall Road, Chatham,  
Kent, ME4 5JB

T: 03333 602140  
E: [office@thevictoryacademy.org.uk](mailto:office@thevictoryacademy.org.uk)

The Victory Academy is a member of The Thinking Schools Academy Trust, whose registered address is Park Crescent, Chatham, Kent, ME4 6NR. A company limited by guarantee registered in England and Wales. Company Number: 7359755



**Supervision for eligible students at school**

Name of student		Class:
-----------------	--	--------

Reason for eligibility:

Key worker? Yes / No	If yes – what is your role?	Please tick to confirm that you have attached evidence of role – please see below for guidance.
Vulnerable student? Yes / No	The school will already have the evidence of this	

Days you would like your child to be supervised – please tick:

Mon 23 <sup>rd</sup>	Tues 24 <sup>th</sup>	Wed 25 <sup>th</sup>	Thur 26 <sup>th</sup>	Fri 27 <sup>th</sup>

We would like students who are attending school from Monday onwards to do the following:

- Arrive at school at 8.40am
- Be picked up at 3.05pm
- Maintain the school’s behaviour policy.
- Wear normal school uniform.
- Complete the work set by their school so that they can continue their learning during this time.

Please sign below to confirm that you have read and understood this letter and the expectations for students attending for supervision:

Parental name	Parent signature

Evidence of role:

Either;

- Signed letter from employer stating that you work in the services listed above and based on their business continuity arrangements, their specific role is necessary for the continuation of this essential public service; or
- Photo id from Emergency services, Education or Government



**Artsmark  
Platinum Award**  
Awarded by Arts  
Council England



ASPIRE, ENDEAVOUR, ACHIEVE

[www.thevictoryacademy.org.uk](http://www.thevictoryacademy.org.uk)

Director of Education (Chatham): Ms M Gage BA (Hons) NPQH  
Chief Executive Officer: Mr S Gardner BA (Hons) MSc NPQH NLE

Magpie Hall Road, Chatham,  
Kent, ME4 5JB

T: 03333 602140  
E: [office@thevictoryacademy.org.uk](mailto:office@thevictoryacademy.org.uk)

The Victory Academy is a member of The Thinking Schools Academy Trust, whose registered address is Park Crescent, Chatham, Kent, ME4 6NR. A company limited by guarantee registered in England and Wales. Company Number: 7359755