

18<sup>th</sup> May 2020

Dear Parents/Carers/Students,

We hope this letter finds you and your family well.

We can confirm that Mayfield will remain closed on 1st June until we have further information and guidance to ensure the safety of our staff and students, except for the children of key workers and vulnerable students. We are working closely with the Local Authority and other Redbridge Secondary Headteachers and are awaiting further clarification and guidance on how we might implement a safe phased return to school. Rest assured that any decisions made will not be taken lightly and that the safety of our students, staff and local community will be paramount. We will continue to keep you informed of any changes we intend to make.

Consequently, staff will continue to set work on SMHW; and we would like to thank you for your continued support and your feedback. We appreciate that every family's day may look different; especially during Ramadan, but we ask that you do continue to encourage your child/children to have a planned structure that includes study time (in accordance with the Distance Learning Expectations Document), exercise and social interaction. That said, there is no expectation for students to complete work during half term (25 – 29 May) and staff have been advised not to set work for this time and to have a break themselves. For this reason, please do not expect an immediate response to any email sent during this time. However, school will be open for the children of key workers and vulnerable students; therefore, if you need to get in contact with us, please call 020 8590 5211 between 08:00 and 15:00.

We are continuing to make good progress with the process of allocating and ranking grades for Year 11, 12 and 13 students; these will be submitted to the exam boards in due course. We respectfully remind you that we are unable to discuss this process with you. We are continuing to develop transition work for our current Year 11 students that will prepare them for their Sixth Form studies and will contact students directly with this information. Given the uncertainty of when Year 11 will commence their Sixth Form studies and outcomes of exam grading, if we offer the appropriate pathway/qualification, we would strongly encourage Year 11 students to continue their education at Mayfield Sixth Form. If you have any questions regarding entry to the Sixth Form, please email Miss Sambhi ([sambih@mayfieldschool.net](mailto:sambih@mayfieldschool.net)).

You may be aware of the Government's initiative of providing free laptops/tablets to students who either have a Social Worker or are in care, as well as disadvantaged students in Year 10 who do not have access to a device on which to complete their distance learning. We have, therefore, placed an order with the local authority in response to this initiative and will contact families directly when we have received these. It is anticipated that we will receive these towards the end of June. Any other student who is eligible for a laptop has been contacted via telephone or email; most have been collected. If your child has been allocated a laptop and are yet to collect it, please do so as soon as possible.

We have been continuing to work with many families regarding accessing the Free School Meal vouchers. If you experience any issues with this going forwards or have any questions, please contact Mrs Adams (email: [adamsj@mayfieldschool.net](mailto:adamsj@mayfieldschool.net) or phone: 07490 776079) between the hours of 10.00 – 14.00 Monday to Friday.

Elevate Education, who we as a school use often, are holding a second webinar to support parents adopt an optimistic approach to helping their child work and study independently at home. Details of the event are as follows:

**Event Title:** How to help your child manage their time effectively and overcome distractions at home

**Date:** Tuesday 26th May 2020

**Time:** 6:00 – 7:00 pm

**Cost:** Free

**Sign-up Link:** <https://www.elevatecoaching.info/webinar-uk-2/>

We continue to work with the Local Authority to help safeguard children whilst working online, from home. The following document has been saved in the Coronavirus Closure Advice section of our website: '[Redbridge Prevent Digital Safety During Covid-19](#)'.

Please be reassured that we continue to be committed to working with and supporting you all and ask that you email key staff with any requests of support or concerns.

Yours sincerely

**Allison Greenwood**  
**Co-Headteacher**

**Lynn Campbell**  
**Co-Headteacher**