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18th March 2020

Hello,

COVID-19 Response: **The Green Room Virtual School**

Due to the unusual times we find ourselves in, we are writing to let you know how we will ensure our pupils' education and keep them safe.

At some point in the near future the government is likely to request that all schools close. We have prepared for this by setting up a technology framework which allows us to operate a full and varied timetable, continuing pastoral care and mentoring, and individual therapy as needed.

As an organisation, we use Google and so all our documents, planning, presentations, email etc are all available online. Our staff and pupils can easily access these from anywhere. For those who don't have the technology at home, we have issued pupils with Chrome books; we have also given them a backup of physical resources too in case of wi-fi disruption.

With this technology we will take registration, conduct assemblies, and will be running a full curriculum including our academic and vocational lessons. The lessons will obviously have a twist to take into account the online nature of the teaching - for example we may (depending on the delivery service available) send ingredient packs to pupils houses so they can prepare and cook alongside their teacher in their own house. There are a few lessons which will be difficult to replicate, obviously the pupils will not be able to be "hands on" with our animals, but we have some virtual options for those lessons, and rest assured we have a plan for the animals to be cared for too. We will also have side "rooms" where pupils can post issues they may have during a lesson or at other times, and mentors and pastoral staff will be standing by to assist them. Regular therapy sessions will be conducted over the internet.

Our pupils safety is of paramount importance and our plans have been drawn up to ensure safeguarding is central to everything we do. We have updated our Child Protection and Safeguarding policy to include the new Virtual School.

As the Virtual School comes online you can see our progress with our pupils on our daily blog. For further information including our Emergency and Continuation Procedure Policy and copies of communication shared with parents please see our website (click on the Coronavirus pop up).

Our staff will remain “at work” even though they are home based throughout the closure unless they are unwell. We have succession planning for management and twinning of staff in all subjects to counter this.

Once closed please contact us by email:

For an individual staff member	firstname@thegreenroomschool.com
For general enquiries GRW/GR6	info@thegreenroomschool.com
For general enquiries GRK	infoGRK@thegreenroomschool.com
For admissions	admissions@thegreenroomschool.com
For finance or accounts	finance@thegreenroomschool.com

All our staff have the facility to return your call.

We do have a school mobile for each site too if you need to speak directly with us, but it will not be possible to transfer these calls:

GRW/6	07838 264711	Angel Allen, our School Manager at Windsor will answer.
GRK	07549 078891	Lise Farrer, our School Manager at Kingsley will answer.

All our schools are rated Outstanding by OFSTED and we intend for our pupils’ experience of our Virtual School to also be Outstanding.

When a school closure is announced we will share this with you as soon as possible.

In the meantime, we wish you and your loved ones good health and look forward to getting back to normal when the time comes.

With Best Regards,

Joe Sparks and Richard Allen

Co-CEO's of The Green Room Foundation Ltd.