



# St Martin's School

**Ysgol Martin Sant**

Hillside, Caerphilly CF83 1UW

Tel. *Ffôn*: 029 20 858050

Fax. *Ffacs*: 029 20 858051

E-mail *E-bost*: [reception@smartins.caerphilly.sch.uk](mailto:reception@smartins.caerphilly.sch.uk)

Website *Safle wê*: [smartins.caerphilly.sch.uk](http://smartins.caerphilly.sch.uk)

Headteacher *Prifathro*: Mr. L. Jarvis

17 March 2020

Dear Parent/Guardian,

## In the event of a full/partial school closure (short-term and/or long-term)

The school will only close where there is direct guidance/recommendation from appropriate authorities eg. Public Health Wales and/or where there are insufficient numbers of staff available to safely deliver an education to students. In the event of a school closure, staff will not be able to access the school site. Therefore, in this situation the school will

- Provide students in all year groups (with increased support for those students preparing to sit public examinations in the summer) with online materials to facilitate distant learning;
- Provide paper-based materials for those students who do not have access to either a mobile device and/or internet (as part of the preparation phase the school will seek to identify where this is the case);
- Communicate with families/students on a regular basis to provide updates on recovery phase ie. safe return to normal school life.

Upon return to 'normal practices' the school will

- Undertake a learning audit for examination classes to identify skills-gaps in readiness for the summer series;
- Communicate with relevant awarding bodies to make them aware of any requirements for special considerations;
- Respond to any ongoing support required for students and/or staff. This may include counselling services.

## Communication

Throughout the UK Government response phases to Novel Coronavirus (COVID-19) the school will work closely with relevant authorities to make decisions which are in the interests of all members of the community. However, to support the safety, wellbeing and continued learning of students the school asks that all families

- Sign up to the school twitter feed **Twitter.com/StMartinsinfo** to be able to access relevant information in the eventuality of a partial/full closure;
- Ensure that the school has the correct email address in order to maintain communication throughout the process;
- Talk to child(ren) about hygiene practices and make use of relevant sites to reduce anxiety.

## Useful Information

[UK Government \(COVID-19\)](#)

[Welsh Government \(COVID-19\)](#)

[Public Health Wales](#)

On 18/03/20 due to our staffing levels the decision has been made to invoke a partial school closure. We will prioritise examination classes and therefore school will only be open to pupils in Year 11,12 &13 until staffing returns to a safe level.

Stay safe

Mr Jarvis  
Headteacher

**Learning Together, Achieving Forever** **Dysgu ynghyd, cyflawni o hyd**



Raising Standards –  
Extending Opportunities

