



25/11/20

Dear Parents/Carers

Re: Closure of St James Academy on Thursday 26th November and Friday 27th November 2020.

This letter is to inform you that we have had a number of confirmed cases of coronavirus (COVID-19) in our academy. The academy has acted swiftly to 'track and trace' all learners and staff that have had direct or close contact with the confirmed cases. This has resulted in a high level of staff and learners being required to self-isolate.

As a result of these circumstances, regrettably, St James Academy will be closing temporarily and will re-open on **Monday 30th November 2020**. The decision to close the academy has been made in conjunction with Dudley Academies Trust Board of Trustees.

On Monday 30th November 2020, we will not, unfortunately have full staffing levels in place. Therefore, we will not be able to accommodate all year groups. **We will only be able to welcome back Years 7, 8 and 11**. Should the situation change in any way, then you will receive a text communication from the academy at the weekend. **I will also contact you on Monday with our planned reopening timescales for Years 9 and 10***. An overview can be seen below.

<u>Year group</u>	<u>Return date</u>
Year 7	Monday 30 th November 2020
Year 8	Monday 30 th November 2020
Year 9	Date to be confirmed*
Year 10	Date to be confirmed*
Year 11	Monday 30 th November 2020

The decision to close the academy has not been made lightly. I am sure you are aware of the outbreak of COVID-19 and in particular, the increase in the number of confirmed cases within the Dudley borough. We take the health and safety of our learners and staff very seriously and therefore closing the academy is a necessary precautionary measure to prevent further spread of COVID-19 within our academy. During this closure period, the Trust is arranging for the academy to be 'deep cleaned'.

We understand that you may find this situation concerning but we are continuing to monitor the situation and are working closely with Public Health England.

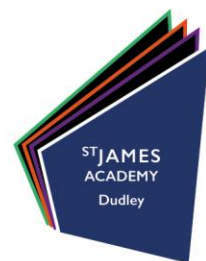


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St James Academy

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Principal: Ian Moore



Please be assured that we are committed to providing you with timely and accurate updates and we will continue to monitor the situation closely and keep you updated with any developments.

Please see the attached information on how to support your child to stay safe and to ensure that they can access the academy's distance learning lessons and resources. If you need any additional help from the academy in the interim, please do not hesitate to contact us as below:

Helpline email: general@stjamesacademy.org.uk
Safeguarding email: safeguarding-help@stjamesacademy.org.uk
Emergency telephone: 07464 365811

If you are a parent or carer and have an urgent safeguarding concern, please contact Mr Paul Townsend, Senior Inclusion Officer at Dudley Academies Trust. You can contact Mr Townsend via emailing ptownsend@stjamesacademy.org.uk or telephoning 07824 583068.

As always, I would like to take this opportunity to thank you for your support at this challenging time.

Yours sincerely

Mr I Moore
Principal



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Supporting Your Child

Arrangements for Academy Closure

We understand that your child is at an important juncture in their education and therefore we seek your support to ensure that the intervening time is productive and that learners are accessing the wide array of provision that we have in place for them. I cannot stress enough, the importance of us working together to minimise the effect of the academy's temporary closure. Your support is critical to ensuring that our learners are accessing the high quality lessons available to them in all curriculum subjects on Microsoft Teams.

As you are no doubt aware, Microsoft Teams is an important platform which we utilise to provide the virtual lessons which learners have to complete each day. Learners should be familiar with how to access this software having recently been given a Microsoft Teams refresher.

During the time they are at home, along with the virtual lessons and other assignments provided to them, they must continue with preparations for their end of term assessments. Along with any textbooks or notes that may help facilitate this, I would like to remind you that there a multitude of learning and revision opportunities through the following sites:

- [Hegarty Maths](#) Login details are stuck to your child's planner.
- [Century Tech](#) Login details are stuck to your child's planner.
- [BBC Bitesize](#).
- [The National \(Oak\) Academy](#).
- [SENECA](#) A user name & password will need to be created.

All of the above can be accessed via the Distance Learning Tab on the [St James Academy website](#).

It is important that learners adhere to the National lock down guidance and stay at home during the time that the academy is closed to all learners.

What to Do If Your Child Develops Symptom of COVID-19

If your child develops symptoms of COVID-19, they must not come to in to the academy and should remain at home for at least 10 days from the date when their symptoms appeared. Anyone with symptoms will be eligible for testing and this can be arranged via the [NHS](#) or by calling 119.

All other household members who remain well, must stay at home and not leave the house for 14 days. This includes anyone in your 'Support Bubble'.

Further information is available from Public Health England '[Stay at home guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)'.

The 14-day period starts from the day when the first person in the house became ill. Household members should not go to work, school or public areas and exercise should be taken within the home.

If you require help with buying groceries, other shopping or picking up medication, or walking a dog, you should ask friends or family. Alternatively, you can order your shopping online and medication by phone or online.

Household members staying at home for 14 days will greatly reduce the overall amount of infection the household could pass on to others in the community.

If you are able, move any vulnerable individuals (such as the elderly and those with underlying health conditions) out of your home, to stay with friends or family for the duration of the home isolation period.

Symptoms

The most common symptoms of coronavirus (COVID-19) are recent onset of:

- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of taste or smell (anosmia)

For most people, coronavirus (COVID-19) will be a mild illness.

If your child does develop symptoms, you can seek advice from the [NHS website](#). If you are concerned about your child's symptoms, or they are worsening you can seek advice from [NHS 111](#) or by phoning 111.

How to Stop COVID-19 Spreading

There are things you can do to help reduce the risk of you and anyone you live with getting ill with COVID-19.

Do:

- Wash your hands with soap and water often – do this for at least 20 seconds
- Use hand sanitiser gel if soap and water are not available
- Wash your hands as soon as you get home
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- Put used tissues in the bin immediately and wash your hands afterwards.

Further Information

Further information and advice about coronavirus (COVID-19) is available [here](#).