

21<sup>st</sup> March 2020

Dear Parent/Carer

We look forward to welcoming your child/ children to Kings International's emergency educational provision on Monday 23<sup>rd</sup> March.

We will be expecting around 65 of our students on Monday. We ask that if your child has already been issued with a paper copy of resources because they are eligible for free school meals they bring these resources with them.

**Arrival:** Students can arrive on site through the main entrance door from 8.30 am and should make their way to the cyber café. **There will be no access to the school through the green gates.**

**Uniform:** There is no expectation that students wear uniform and we would suggest that students wear clothes that they can do some physical exercise in.

**Sessions:** We will be running two supervision groups, one for Years 7 and 8 and one for Years 9 and 10. Students will be completing the work already set online, not receiving new tuition.

**Classrooms:** To reduce the impact on supervision with limited staff and moving around the school all sessions will be run out of a few rooms, the gym and the outside quad. The timetable for the week is below. Students will be issued with their own workstation and desk that they will keep for their time at school, thereby reducing the risk of sharing computers.

**Resources:** Students will be issued with a full set of their own equipment including glue sticks, pens etc. At the end of every day these resources will be stored in individual boxes for use the next day.

**Lunch:** Students will have the opportunity to purchase a cold packed lunch or be given their free school meal for the first couple of days. We hope to offer a hot meal later in the week.

**Departure:** Sessions will finish at 2.30 and students can remain on site up to 3.30pm if they need to be collected.

### Frequently asked questions

**What do I do if my child is unwell?** Please phone the absence line as usual on 01276 683539 and then press \*

**Can my child do part time days?** Currently, to allow us to manage the numbers and ensure that we don't ask staff to attend unless absolutely needed, we are expecting students to attend until 2.30pm. We are happy to review this after the first week.

**I work part time, can my child attend for part of the week?** We would ask that all students attend on Monday and will be sending your child home with a booking form for part time workers so that we can timetable needs for the rest of the week. If you do work part time and can free up school spaces for others it would be very much appreciated.

**What happens if my child changes their mind?** If your child decides after attending that they do not wish to use the provision then please let us know on [keyworkers@kings-international.co.uk](mailto:keyworkers@kings-international.co.uk) the day before and we will take them off the register.

We hope that this covers some of the questions regarding our provision. As with everything at this uncertain time it is subject to change. We will endeavour to keep this provision going for as long as needed and have a team of staff who are still available to work. If staff absence increases due to ill health or family self-isolation we may need to reduce our offer but hope that we will not have to make an emergency decision to close overnight.

If you have any questions or wish to remove your child from the provision please contact [keyworkers@kings-international.co.uk](mailto:keyworkers@kings-international.co.uk)

Kind regards

A handwritten signature in black ink, appearing to read 'J. Luhman', with a long horizontal flourish extending to the right.

Mrs J. Luhman  
Headteacher



**KINGS**

INTERNATIONAL COLLEGE

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HEADTEACHER: JO LUHMAN

**Monday 23rd March**

		Year 9 and 10		
	Time	Activity	Staff	Location
	9.00 - 9.10	Registration	BGU	D8
1	9.10 - 10.00	Creative Arts	NJO/WDA	
2	10.00 - 10.50	Science / Hums	LWE/WDA	D8
	10.50 - 11.10	Break	NJO/BGU	Quad
3	11.10 - 12.00	Maths	REL/LWE	D8
4	12.00 - 12.50	PE	BGU	Gym
	12.50 - 1.20	Lunch	BGU/REL	Cyber & Quad
5	1.20 - 1.40	Quiet Reading	AEA	D8
6	1.40 - 2.30	English	AEA	D8

		Year 7 and 8		
	Time	Activity	Staff	Location
	9.00 - 9.10	Registration	PCA/MBY	L16
1	9.10 - 10.00	Science / Hums	DDA/ACH	L16
2	10.00 - 10.50	Maths	GGL/ACH	L16
	10.50 - 11.10	Break	PCA/MBY	Quad
3	11.10 - 12.00	English	DDA/PCA	L16
4	12.00 - 12.50	Creative Arts	LJA/GGL	
	12.50 - 1.20	Lunch	MBY/PCA	Cyber & Quad
5	1.20 - 1.40	Quiet Reading	LJA	L16
6	1.40 - 2.30	PE	BGU	Gym



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