



2nd November 2020

Dear Parents,

I have today re-iterated our procedures to keep everyone safe in school. If your child is unwell, please keep them at home. If they have a persistent cough, a high temperature or a loss of taste or smell please get them tested.

With rapidly rising levels of covid-19 infection nationally and locally, I thought it sensible to outline our actions as a last resort should staff absence become unmanageably high or a lockdown is enforced again. Both would be partial closures as we would ensure some of the students were still educated in school.

In the event of high teacher absence

The length of time it takes to get tests and have the results returned has greatly impacted staff absence. At a time of year when absence is usually low, September and October were quite challenging. Historically the picture worsens as we get further into autumn and winter so it is important to consider how this might be managed fairly.

In more normal times we can also manage our capacity to cover lessons by putting multiple groups together when things are difficult. This is not possible currently so we could quickly reach a stage where we need to close to one or more year groups in order to be able to offer lessons in school. You have already had letters home outlining how the shadow curriculum (see more later in this letter) works so that students can access learning from home.

Managing teacher absence is complex but, as a guide, if we have absence greater than six teachers we would not be able to run the curriculum in school for all year groups. In this instance we would close to year groups on a rota as follows:

Year/Day	Monday	Tuesday	Wednesday	Thursday	Friday
11	Home learning	In school	In school	In school	In school
10	In school	Home learning	In school	In school	In school
9	In school	In school	Home learning	In school	In school
8	In school	In school	In school	Home Learning	In school
7	In school	In school	In school	In school	Home learning



Headteacher: Mr R Corbett
Ifield Community College
Crawley Avenue,
Crawley,
West Sussex,
RH11 0DB
Tel: 01293 420500
Fax: 01293 420501
Email: office@ifieldcc.co.uk



Sixth form lessons are not routinely covered by staff so sixth form students would be expected to engage in remote learning for any lessons that were cancelled due to staff absence.

The rota is arranged in this way as the least disrupted day currently is Monday as testing delays are producing an accumulative effect through the week so year eleven would be the least likely to be affected.

Should we reach twelve teacher absences we would need to close to two year groups as follows:

Year/Day	Monday	Tuesday	Wednesday	Thursday	Friday
11	Home learning	Home Learning	In school	In school	In school
10	Home learning	Home learning	In school	In school	In school
9	In school	In school	Home learning	In school	Home learning
8	In school	In school	Home learning	Home Learning	In school
7	In school	In school	In school	Home learning	Home learning

Should levels go beyond eighteen teacher absences we would struggle to cover the curriculum in school and may need to consider closing more widely, leaving access to school for key workers’ children and the most vulnerable only. Let us hope we do not need to consider this at any point.

In the event of the lockdown closing schools again

The Prime Minister, in his address, said schools will remain open. This may be subject to change. If it were to change the school would likely be open only for key workers’ children and the most vulnerable. We would quickly establish a process for those who are eligible to gain access to child care in school in a similar way to the lockdown in March.

We now have a ‘shadow’ curriculum in place so that the work students engage in at home follows the pattern of their curriculum were they to be in school. Through the previous lockdown and over the last few weeks we have ensured support for those students who had limited access to technology at home so all students should be able to learn effectively.



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The 'shadow' curriculum at ICC

Work to be completed from home that follows and/or complements the curriculum and skills covered in class is available on Microsoft Teams. When students go to the home page of their classes there is a tab entitled 'Shadow Curriculum remote learning'. In this area will be instructions on how to access the work or the work itself. By completing this work, students will return to school in the right place to carry on the Scheme of Work being studied.

Students can also communicate with their teacher using Teams whilst at home, submit assignments and get feedback. There is also the option of emailing staff with any questions or requests for guidance. We are here to ensure that the home-school experience is as accessible, rewarding and beneficial as possible.

It is important that all students know how to access Teams. They have all been shown this. Please check your child is aware of this and let their Progress Leader know if this is an issue for any reason.

I hope that by working together we can provide the best education for your child in difficult times. We are here to help.

Yours faithfully,

A handwritten signature in black ink, appearing to be 'Rob Corbett', written over a light blue horizontal line.

Rob Corbett, Headteacher



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