



20 March 2020

Dear Parent/Guardian,

**Information for parents intending to send students to the Maiden Erlegh Trust Secondary Provision**

Thank you to all those who have filled in/are filling in our surveys for key workers and vulnerable children. May I remind you again of the principle: **“if it is at all possible for children to be at home, then they should be”**.

As you can imagine, organising safe and appropriate provision at short notice is challenging but we are happy to do it to help the COVID-19 response.

81 Crescent Road  
Reading, RG1 5SL  
Telephone: 0118 9668065  
Email: [MERoffice@maidenerleghschool.co.uk](mailto:MERoffice@maidenerleghschool.co.uk)  
<https://www.maidenerleghschoolreading.co.uk/>

When contacting the school, please can you be clear about your child's name and “home” school, as well as year group. This will help direct your query to the correct member of staff.

If **by 6pm this evening** you have responded to the survey indicating your intention to send your child to the school, their name will be on the register and staff from all three schools will be ready to welcome them on site **from 0845 on Monday**.

We will facilitate students' learning as best we can. ‘Lessons’ will be a little shorter than usual and there will be more breaks. Students will use the same resources as their peers who are at home and they will have access to IT to enable them to do this. We will endeavour to provide some PE and creative activities, depending on staff availability.

We recommend that you encourage them to bring a reading book with them every day.

**Key points:**

- The school day will be 9am – 3pm
- Students are expected to attend all day, every day.
- Students should wear normal school uniform and be equipped for learning.
- Normal school behaviour rules will apply. There will be no detentions, however.
- We will provide a limited school lunch service for those who don't bring a packed lunch.

It is important that you understand that **this provision is full-time** and students are expected to attend every day and for full days. If you choose to withdraw your child from the provision at any point, please let us know and we will remove them from the register. Parents should inform the school of any absences as they would ordinarily do, using the contact details above.

We will review the provision over these first two weeks and you will be contacted regarding post-Easter provision in due course.

There will be a separate communication to you, if your child attends Maiden Erlegh Chiltern Edge, outlining transport arrangements. For other parents, please be aware that parking is very limited on and near the school site – it would be much better if students walk or cycle to the school.

Please find overleaf some initial responses to queries in the surveys.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Miss M Davies'.

Miss M Davies  
Chief Executive Officer

## MET SECONDARY PROVISION FREQUENTLY ASKED QUESTIONS

### Getting to MER

- Maiden Erlegh School in Reading is a 20 minute walk from the Maiden Erlegh in Earley site and therefore it would be expected students make their own way to the site.

### Can this be used flexibly, or must they attend each day?

- No – our provision is term-time, full-time provision.
- Full school days 9am – 3pm
- It will start for those students whose parents have signed them up from Monday 23 March 2020

### Easter Holidays

- Easter holidays remain holidays. We will be looking at signposting students to any local provision which is put in place for that period.

### Lunches

- School meals will be provided for those who want it, but with more limited choice.

### If the internet or online access for my children fails on a particular day, will there be “mitigating circumstances” regarding that day’s work/assessments?

- Yes – students can manage their work over the course of the week. There may be some “live lessons” but if your child cannot participate then they can do alternative work.

### Who will be working with my child?

- All the staff will be colleagues from Maiden Erlegh Trust schools. There will be a mixture of staff from the different sites at the school each day, so that there will be staff who know your child.
- There will be presence every day of trained safeguarding and first aid staff, as well as pastoral and curricular colleagues (including Teaching Assistants)
- In order to be able to run this provision we will operate with staff from across the three secondary schools, many of whom your children will not know.

### How will we manage the changes with SEND students?

- We know that some of our children will find the change of setting and provision extremely challenging. As far as possible we will provide familiar TAs and pastoral support for those children. When we know the names of the students involved, their school SENCOs and SEND/Inclusion staff will help prepare them for the change.
- At Maiden Erlegh School in Reading, we will ensure there is a SENCO/SEND presence to support the children also.
- We will also set aside a specific area for any students who are particularly anxious about this provision.

### Can we change our minds? Can students “try out” the provision?

- In order to help our planning, we need students to commit to the provision at least until Easter. Thereafter we will review the provision and numbers interested.
- This may mean that some parents who start by taking up the provision, decide to keep their child at home OR some who wish to start the provision after Easter.

### Will coming to school help with their final grades.

- No. This would amount to discrimination against those students who are not entitled to access schooling. We are waiting for the DfE and Ofqual to confirm how they will determine final grades. When that is confirmed, we will contact all relevant students and advise what work needs to be done and the provision available.

### Laptop access

- If you have limited laptop access at home, please contact your school’s Headteacher.

### Purple Pathway – suitability of work

- Colleagues will be mindful of the needs and ability of all students, especially those on the Purple or Violet Pathways.

### Will children mix in classes with pupils from other sister schools?

- Sessions will be run as mixed session and they will be supervised to complete the online work set. We are looking at running some additional sessions eg: sport but this will depend on staff availability.