



# STEWARDS ACADEMY

## SCIENCE SPECIALIST

Parnall Road, Harlow, Essex. CM18 7NQ  
Tel: (01279) 421951 Fax: (01279) 435307  
e-mail: [admin@stewardsacademy.org](mailto:admin@stewardsacademy.org)  
Website: <http://www.stewardsacademy.org>



*Headteacher: Mrs H. Ginger BSc Mathematical Sciences*

29<sup>th</sup> April 2020

### PARENTAL CONTACT – PARTIAL CLOSURE LETTER TO PARENTS

Dear Parent/Carer

I hope this letter finds you as well as can be expected in these unprecedented times. Our very best wishes extend to you and all your loved ones.

As you will know, the health and well-being of our community are paramount to us, so now that school has been partially closed for a number of weeks, we have been considering how we can best support families and pupils during this time.

We have decided that we will set up a programme of fortnightly phone calls to all families of pupils in years 7 to 10. (A separate 'Futures Programme' is being developed for Year 11 and the focus for this year group will be preparing for transition to further Education.) Having trialled this system of fortnightly calls last week, many of you would have received calls already and the general consensus has been that both parents and staff have found this very beneficial and reassuring.

**Moving forward, you will now receive a regular call from a member of our pastoral team on either the school number (or a withheld number if we are calling from a mobile) at least every two weeks.** The aim is to complete all calls in a week and then complete any follow-up calls the following week, repeating the process fortnightly to ensure regular contact with you until pupils return to school. The calls will be organised as follows:

#### **WEEK 1 – started Monday 20<sup>th</sup> April**

- Monday – Year 7 calls
- Tuesday – Year 8 calls
- Wednesday – Year 9 calls
- Thursday – Year 10 calls
- Friday – Catch-up calls

\* Although each year group has a set day, staff may make additional calls outside of this structure.



Leading Space Education  
Quality Mark



**WEEK 2 – started Monday 27<sup>th</sup> April**

- Staff will repeat any calls where a message was left in the previous week.
- We ask that if you do miss another call or have a message from us that you take the time to write us a brief email at [admin@stewardsacademy.org](mailto:admin@stewardsacademy.org).
- You may receive an email from us if we haven't been able to leave a message for you.

Any query from a call will be noted and passed on to the appropriate member of staff who will contact you.

The calls to date have gone well and we appreciate the time you have taken to speak to us. Please keep encouraging our pupils to do their best with their home learning and contact the school if you have any questions or concerns.

We look forward to speaking to you again in the coming weeks.

Take care and keep safe.

Mr S Preece  
Deputy Headteacher - Pastoral Care