



**Noel-Baker Academy**

**A L.E.A.D. Academy**

**Headteacher:** Mrs Ann Donaghy  
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18<sup>th</sup> March 2020

Dear Student

As you may well know, due to the effects of the coronavirus, there is a possibility that we may have to close the school. In this eventuality, this would not mean that your teachers and pastoral support staff would not be available to support you.

You will be given access to your teachers' email addresses via your school email address, which you will have been shown how to access in school. If you need to ask any questions about your work, you will be able to email your teacher by typing their first initial and then their surname into the address book in Office 365. They will aim to respond to you as soon as possible – please be patient though – some people may be able to respond straight away but some people may be unwell or looking after someone else who is unwell.

We are also aware that you may need to speak to your pastoral lead in the event that we are closed. Miss Scott would still be available on her email in school hours, just like when school is open. If you have anything urgent you want to seek advice over or if you need the support of your pastoral lead urgently, Miss Scott will have a school phone. This phone will be switched on throughout normal school hours. The number of this phone is: 07458 080697. This phone can be called, or a text message can be sent to it.

If you are worried about anything outside of school hours, you will still be able to email staff but be aware they may not be available until normal school hours. If you have an urgent worry and it is outside of school hours you could seek advice from Childline (0800 1111), the police (101 or 999) or Derby and Derbyshire Safeguarding Children Board (Derby City 01332 641172 or if you live in Derbyshire 01629 533190)

Hopefully these measures would not be needed for very long so please try not to worry.

Yours sincerely

Kate Richardson  
Deputy Headteacher Provision