



Head of Service: Mrs M Steadman

✉ office.admin@css-essex.co.uk

☎ 01268 542367

🌐 www.css-essex.co.uk

Date: 23rd June 2026

Decision: Temporary move to remote learning for the remainder of this week ([insert dates])

Dear Families,

I hope this email finds you well. I am writing to confirm, in light of current health and safety concerns and government guidance advising only essential travel, we have made the decision to move to remote learning for all pupils for the remainder of this week. This decision has been made in the best interests of our pupils' safety and wellbeing, while ensuring continuity of their education.

Why are we moving to remote education?

Complexity of travel arrangements

Our service operates across a wide geographical area, requiring many of our pupils to undertake significant journeys to attend our provision. Given the current guidance advising only essential travel, we have assessed that:

- The extensive travel required by our pupils presents unnecessary risk during this period
- Many of our pupils rely on multiple forms of transport or lengthy journeys to reach our sites
- Reducing non-essential travel aligns with current public health and safety guidance
- Minimising travel will help protect our pupils, their families, and our staff during this period

Ability to provide high-quality remote education

We are well-positioned to deliver effective remote learning that maintains educational continuity:

- All pupils will receive live remote teaching/mentoring sessions in line with their normal timetable
- Our staff are experienced in delivering remote education and have the necessary technology and resources in place
- Pupils will continue to access their full curriculum remotely, ensuring no disruption to their learning
- This approach ensures pupils continue to make progress while remaining safe at home

Children's Support Service

Wickford Alternative Provision, Alderney Gardens, Wickford, SS11 7JZ

Telephone 01268 552482 Email office.admin@css-essex.co.uk Website www.css-essex.co.uk

Fairview Alternative Provision, Fairview Road, Basildon, Essex, SS14 1PW

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Comprehensive wraparound support

We recognise that our pupils require additional pastoral and wellbeing support, which we will continue to provide remotely:

- Telephone support will be available throughout the school day for pupils and families
- Our pastoral team will maintain regular contact with pupils to monitor wellbeing and engagement
- Safeguarding procedures remain in place, with staff conducting welfare checks as needed
- Families can contact designated staff members for any concerns or support needs
- Class teachers and personal tutors will call each pupil daily via a parent contact number

Safeguarding and wellbeing

The safety and wellbeing of our pupils remains our top priority:

- Remote learning eliminates travel-related risks during this period of heightened concern
- Staff will monitor engagement and attendance remotely, following up with families where needed
- Our safeguarding team will continue to track vulnerable pupils and maintain contact with relevant agencies
- Pupils will benefit from their home environment while continuing their education

Continuity and consistency

This temporary measure ensures:

- Minimal disruption to pupils' education and routines
- Continued access to specialist support and interventions remotely
- Maintenance of positive relationships between staff and pupils

Implementation

Our remote learning provision will include:

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- Live teaching sessions delivered via TEAMS to pupils' usual timetables (these will be issued later today, please note Year 10 exams are postponed and no alternative education will be offered, all pupils will follow a CSS timetable).
- Clear expectations for pupil engagement and behaviour during remote sessions
- Regular communication with families to ensure they have the support and resources needed
- Ongoing monitoring of attendance and engagement, with follow-up support where required
- Access to pastoral support via telephone and other communication channels

Any pupils who are eligible for free school meals will receive a £15 voucher via email later on today, if you require any support in accessing your vouchers please do email our Finance Manager (details below).

Key Contacts during remote learning:

Medical West: Cath O'Connell

catherine.oconnell@css-essex.co.uk / 07483 656403

Medical South: David Thomas

David.Thomas@css-essex.co.uk / 07872 107923

Essex Reintegration Project : Alison Paveling

Alison.Paveling@css-essex.co.uk / 07484 083864

Wickford Secondary: Martin Bunyan

Martin.Bunyan@css-essex.co.uk / 07872 107 976

Wickford Primary: Richard Davis

Richard.Davies@css-essex.co.uk / 07872 107968

Fairview Secondary: James Shane

james.shane@css-essex.co.uk / 07483 059920

Designated teacher for looked after children and SENCO: Anya Jenkyn

Anya.Jenkyn@css-essex.co.uk / 07525 834409

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Service Designated Safeguarding lead: Emily Valentine

emily.valentine@css-essex.co.uk / 07483 527955

Any questions regarding IT access:

Kelly Bond: Kelly.Bond@css-essex.co.uk / 07484 083 869

James Latchford: James.latchford@css-essex.co.uk / 07876 794448

Attendance questions : Kris Jackson: kristina.jackson@css-essex.co.uk / 07872 107972

Finance Manager (free school meal voucher questions) Jo Boyden: jo.boyden@css-essex.co.uk

Every student can contact their class teacher or form tutor via email at any time

CSS intends to return to our ordinary provision on Monday 29th June 2026.

Many thanks for your support.

Michelle Steadman

Head of Service

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