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Letter to all parents

7th April 2020

Dear Parent,

Following the closure of our schools two weeks ago, I thought I would write to you with an update. We live in extraordinary times and I know many of you are very worried about your health, the health of loved ones and how we will come out of this situation and what the long-term impact will be. No doubt it has also been challenging having your children at home all day. My own daughter has been trying to balance working from home while providing childcare for my grandchildren.

I have always been proud to be Chair of Governors and this has been reinforced by how our community has adapted to the situation. I am grateful to all those parents who have taken the time to send in emails and messages of support – they are hugely appreciated so thank you. It is encouraging to see so many parents who recognise the work that our teachers and support staff are doing in the most difficult of circumstances. We moved to online learning at very short notice and are, therefore, continuing to adapt our provision, however, much has already been achieved.

We know that many parents are facing a significant reduction in their income and that the thought of next term's fees is adding to your worries. We hope that we will be able to support many of you, however, this is dependent on the Foundation's overall income and expenditure. Wherever possible, we are making savings. For example, we have furloughed most of our support staff and are providing a provision for the children of key workers on one site. However, most of our running costs lie with our teaching staff who will continue to be needed to deliver and support remote learning. Many staff will also be working throughout the Easter holiday to further develop the provision. Our senior school staff will be required to administer the significant requirements from the examination boards for awarding GCSE and A Levels. Nonetheless, we understand that many parents will be facing huge financial uncertainty and will be justifiably concerned about their ability to continue to pay for a Coventry School Foundation education and we wish to do what we can to help and to make sure that your children can continue to benefit from this education in the future.

The Foundation do not have significant reserves; we keep our fees low by spending our income directly on your children. Without charging fees for next term, we would cease to exist. We are also considering borrowing money to help us through this period. It is difficult to know exactly how the pandemic has impacted all of our parents. Some parents have asked for a discount for everyone. This may seem fair, however, if a family has had their income significantly cut, a discount is unlikely to help. We would prefer



BABLAKE
SENIOR SCHOOL



BABLAKE
JUNIOR & PRE-PREP



KING HENRY VIII
SENIOR SCHOOL



KING HENRY VIII
PREPARATORY SCHOOL

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that any savings we make are used to support those most in need. I am aware, however, that everyone is finding this time difficult and therefore I am making the following commitment to you:

1. We will continue to make savings and access Government support where we can. We will try and protect our online provision and will prioritise making sure our examination groups get the grades they deserve.
2. Our income will be used:
 - a. To cover our liabilities
 - b. To support those families most affected by the situation

If there is then any money remaining, this will be offered to all parents equally in the form of a discount.

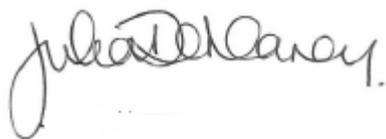
The Foundation will make no surplus this year and therefore will not be able to invest in our buildings and facilities. I am sure parents will understand why this is the case. Once audited, this year's accounts will be available to all so any parent can confirm that we have honoured our commitment to you.

If you find yourself in genuine hardship, then, as already advised, you should contact the Director of Finance and Operations directly (via hardship@csfoundation.org.uk) who will look at each case individually and provide whatever support is available. If, however, you believe that you will be able to pay your fees but would like some more time we are more than happy to spread the cost over the coming months and will accept payment by two or more instalments. For those parents who pay fees inclusive of lunches then please be aware that we will, obviously not be charging for this and your fees will be reduced accordingly.

Governors have agreed that fee levels will be frozen for the remainder of 2020 rather than being increased at the start of the next academic year as previously planned. Fees from January 2021 onwards will be reviewed during the autumn term once the situation regarding the CoViD-19 outbreak is clearer.

The whole landscape is changing quickly, and we will endeavour to communicate on significant matters at appropriate times, but please do get in touch should you have questions. We hope this letter provides some clarity and reassurance, and our firm commitment to supporting the education of your children as best we can in challenging times. There is no doubt that we will continue to work together in partnership so that our community remains strong, supported and ready to reunite here at our wonderful schools.

With very kind regards



Julia McNaney
Chair of Governors

