



Dear Colleagues

### Coronavirus

Colleagues around the world are becoming increasingly affected by the closure of their schools, and this may soon happen in the UK, with inevitable consequences for NPQ tasks. During this period of disruption, we recognise that communication will be very important. It is also the case that information and advice may change quite regularly. The potential for confusion and mixed messages will be high. We ask for your patience and understanding during this extraordinary period.

**We are committed to working together to maintain as much continuity of provision as possible. Things will, however, be different.**

We have anticipated some of the more pressing questions below:

#### **Will my work still be assessed?**

Leadership East will be working as usual throughout any closures, as far as staff health allows. If you are ready to, or close to being ready to submit for assessment, we suggest that you continue as planned and we will be ready to receive and assess submissions as usual.

#### **What if my school closes and I need my sponsor and head to sign off?**

Where it has not been possible to collect a signature, please use one of two options:

- the signatory should scan or photograph their signature and send it electronically to you so that it can be pasted to the signature box on the submission form. Once you have done this, please ensure that you double-delete the email containing their signature and confirm with the sponsor.
- only in the very few cases where this is not possible, an email to [assessment@cmatrust.net](mailto:assessment@cmatrust.net) directly from the signatory would be acceptable. Emails **must** be named with the participant name as well as the sponsor/ line manager name.

#### **I can't get into school to complete my task. What should I do if this goes on for a long time?**

We are continually monitoring the situation and should there be a risk of this affecting cohorts and individuals, we will adopt a flexible and reasonable policy having consulted with the DfE. We already have a deferral policy (deferral form accessible from the LMS). However, these are unprecedented times and our terms do not cover pandemic virus; if anyone is not able to get into school to conduct their task/s for a prolonged period of time, it would be appropriate to consider deferral.

Please note that a deferral can be made retrospectively, and the 'clock stops' from when the deferral is granted. Please be aware that we can only authorise deferrals which will leave you time to submit, and re-submit if you fail, by 31<sup>st</sup> August 2022 as this is required under the current contract with the DfE.

**What if I miss a Face-to-face day?**

We are keeping up to date with local situations, venues and national guidance daily.

As our delivery model is “blended” and involves face to face participation, we are not able to *instantly* transition to a fully ‘virtual’ or remote service. Technology allows us to do a great deal and should the period of closure be long term, we shall communicate with you to inform you of our measures to continue delivery and support for your qualification.

**Will a missed session affect my ability to submit for assessment?**

We will continue to support you by, for example, continued mentoring calls and online guidance. If we have had to cancel your last face to face day because of Corona virus and you are otherwise ready to present for final assessment, we will of course take a reasonable approach and accept your assessment, where your overall attendance has been good. Opportunities for “catch up days” will be offered when the situation eases.

**The closure of my school has meant that my project hasn’t run for long enough. What should I do?**

If school closure prevents you from running a project for the full two terms, you may be able to refer to evidence from a period of time immediately before your project began. Where a project has not quite lasted for two terms, you may have suitable evidence to refer to from before your start date. If you have not quite finished your project, we advise that you include in your writing-up a forecast of how you expect your project to end, based on the evidence you already have. If your project falls significantly short of two terms, you should complete it once you have returned to school, unless you can continue remotely.

**I need my sponsor statement but cannot get hold of them. What should I do?**

If your sponsor is not able to provide verification, you should ask any more senior person who knows your work well and can verify the project is your own.

For NPQH Task 2 (placement) this could be a senior person at your placement school, such as the deputy headteacher or Chair of Governors.

**Will I need to tell you that I am working on the online materials?**

No. We can see who accesses which materials and so you do not need to inform us of what other work you are doing.

**How much work should I be completing during this time?**

Your priority as a key professional is to keep yourself safe and well, and to assist your school and its students in these difficult times. As school leaders, most of you will already have additional workload arising from this pandemic. Therefore, your priorities lie elsewhere, and we understand that. Do what you are able to do and let us support you and meet the challenges to your qualification that the current situation throws at us. We have a long track record of accredited delivery and remain in frequent contact with the DfE.

**I can’t log-on to LMS and/or LEAP. Who do I contact?**

In the first instance, conduct the following basic checks:

1. Are you using the correct username and password?
2. Are the username and password being spelt correctly, with caps lock off?
3. Have you tried using Google Chrome as a browser?
4. Are you using the correct site or address?

If none of these fix the problem, please email [training@cmatrust.net](mailto:training@cmatrust.net) We anticipate being very busy, so please also consult your participant and assessment handbooks, which often contain the information that is needed.



During this period, our team will be directed to work remotely as much as possible, but many of them will be affected by the current situation themselves, either through illness, self-isolation measures or caring responsibilities.

**Can I contact my facilitator?**

If the school closures and disruption to provision continues for an extended period, we will be making arrangements for you to be keeping in touch. Cluster groups will have their own arrangements, and central group facilitators/mentors will be making contact with you.

We ask you, as our colleagues and as school leaders, to please be considerate of the considerable pressures Leadership East may be facing, due to the pandemic. Be assured that we are doing our utmost to continue provision in the best way that we can. We welcome you using the LMS discussions facility to keep in contact with fellow participants and facilitators. However, we would ask that any concerns about the current situation, its effect on provision, and Leadership East's measures taken, be directed to us centrally to ensure that communications to all can be clear and accurate. Please get in touch with us at the centre: [training@cmatrust.net](mailto:training@cmatrust.net)

**I have heard that another NPQ provider is using a different approach. I don't understand why you can't do the same.**

Please bear with us. The situation is unique, and we all will be learning a lot during this period about how best to work in this way. We have based these decisions on the best way forward in the context of how Leadership East works. We will be monitoring good practice throughout this time and will contact you should alternative or new approaches be called upon or introduced.

**How will you keep me informed?**

Our website will remain a very important medium. Both the Leadership East website and the LMS will be updated with information as often as possible, and we will use the usual e-mail methods as well as updating our website. Please ensure that we have your up to date contact details. If we are using your school email address and your school closes, please ensure that you can still access your inbox and inform us if this will not be possible.

At all times we will be guided by the latest advice from the government, Public Health England and the local authorities. Queries over email to administrative staff will be answered, but we cannot guarantee that responses will be as timely as we would usually be able to manage. Unfortunately, at busy times it may not be possible to reach us first time by telephone.

I'd like to take this opportunity to thank you all for your patience and understanding. Together, I am confident that we will navigate this difficult period effectively. As the national picture changes, the information in this newsletter will be updated or changed to meet circumstances.

In the meantime, take care of yourselves.

Best wishes

The Leadership East Team.