**COVID-19 EXTENDED CLOSURE, APRIL  
TEMPLATE EMAIL TO STAFF**

Dear Clarke Team,

I want to thank you in advance as we prepare for another wave of extended closure. We are all grappling with the continued separation, reliance on technology and general uncertainty. At the same time, we are helping our students and families adjust to a new way of learning and interacting. Despite the stresses and unknowns, I encourage you to keep up the good work!

This week, it was announced that [insert extended school closure details].

The Department of Education has an expectation that students participate in educational programming throughout the school closure. During this time we will:

* [insert details of what the Clarke team will do in April]
* XX
* XX

I recognize we are balancing a number of variables including new technology and feedback from families. At the same time, I am observing the tremendous amount of professional growth that’s occurred in such a short period of time! You should be proud of what you are building and what we’ve accomplished as a team. I certainly am.

Thank you and be well,

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