

16 March 2020

Dear Parents and Carers,

### **Coronavirus (Covid-19) update**

I am writing to you regarding the evolving situation with the Coronavirus (COVID-19). We are responding to daily updates from Government agencies as they are published and we will continue to follow the guidance of Public Health England and the Department of Education as and when developments occur.

You can be assured that we have been preparing for potential future developments and this letter is intended to provide you with information about the approach we will take going forward.

Our main channels of communication with parents/carers are via email, text message and updates on the front page of the school's website. Please check these sources first for news. When students are in school, teachers will provide key information directly. At all other times, we will communicate with students via Go4schools, school email and other online platforms eg. Google Classroom. All announcements will be communicated via these means (please do not rely on social media or local news for information).

### **Preventing the spread of viruses in school**

1. Students have been made aware of Public Health England advice and there are posters around school to reinforce key messages, including the importance of hand hygiene.
2. Please remind your son/daughter to wash their hands thoroughly and frequently, particularly after using public transport to and from school.
3. Our cleaning and premises staff are working hard to ensure surfaces and handles are cleaned more frequently and there is a plentiful supply of soap in all toilets.

### **If your son/daughter develops a high temperature or a new persistent cough.**

1. Keep them at home for 7 days even if symptoms improve (if the symptoms develop on a Monday, the student should not return to school until Tuesday of the following week). If symptoms develop in school, you will be contacted and your son/daughter will be asked to wait in a designated area to be collected.
2. Consult the NHS 111 on-line service.
3. Please keep School informed of any developments.

### **If a diagnosed case of coronavirus is identified in school**

The relevant agencies will work closely with us in managing our response and our actions will be taken with community health at the centre of our decision making.

### **Other measures**

1. To reduce the number of people with whom our staff and students make contact, we will be postponing/cancelling afterschool clubs, parents' evenings (including Year 8 Options' Evening), music and drama productions and similar events until further notice.

2. We will be cancelling/postponing all school trips (including inter-school events and sports fixtures) until further notice.

3. Where possible, we will replace face-to-face meetings with parents and visitors with telephone calls. Please avoid coming into the school without a prior appointment.

### **Partial closure**

Schools will need to assess on a daily basis whether sufficient staff are available for the school to remain open as usual. If this is not the case, the school may need to close to one (or more) year groups. We will, of course, keep you informed should this be necessary.

### **Full closure**

Government agencies could of course make a more general decision to close all schools and colleges across an area or across the country to minimise the level of 'spread'.

Whether the school is partially closed or fully closed, we will endeavour to provide education for your son/daughter and they will be expected to continue studying remotely. Subject departments will provide teaching materials and teachers will continue setting work and checking learning where possible. The precise electronic mechanisms for delivery and learning will vary between subjects and courses, but Go4schools and the school email will continue to be the main channels of communication.

### **Further Information**

The DfE launched a new helpline to answer questions about COVID-19 related to education. Staff, parents and young people can contact the helpline as follows:

Phone: 0800 046 8687

Email: [DfE.coronavirushelpline@education.gov.uk](mailto:DfE.coronavirushelpline@education.gov.uk)

Opening hours: 8am to 6pm (Monday to Friday)

You can also find the latest information updates on COVID-19: <https://www.gov.uk/coronavirus>

To conclude, I would like to reassure you the school will continue to monitor the situation closely and will act swiftly on the advice of the relevant authorities regarding coronavirus. We have contacted all of our staff and students with the latest advice and will continue to provide this support.

Yours sincerely

Ms H Boast  
Headteacher