



17<sup>th</sup> March 2020

Dear Parents/Carers,

Having called a meeting of my senior staff and Chair of Governors yesterday to discuss my Risk Assessment and Procedures, today we will be implementing a series of precautionary measures in line with the recommendations from Public Health England and the Local Authority in response to the Government's COVID 19 (Coronavirus) action plan.

- *School is to remain open unless directed by the local Public Health England Health Protection Team*
- *If your child becomes unwell in school with a new, continuous cough or a high temperature they will be sent home*
- *As per the government's current advice, if your child develops a new, persistent cough and/or high temperature, we request that you take the decision to keep your child off school for 14 days (self-isolate). Otherwise they should attend school as normal.*

We have put in place the following measures, in line with the 'mitigate' stage (stage 3) of our plan:

- *All staff and children to wash their hands before coming into school.*
- *Posters are clearly displayed promoting good hand washing; this has been reiterated via assemblies and by teachers.*
- *Children will be sent to wash their hands regularly, including, but not limited to: upon arrival in school; before break; after break; before lunch; after lunch; before leaving school.*
- *Tissues are available in every classroom and around school ('catch it, bin it, kill it').*
- *All assemblies have been cancelled – this includes Mother's Day Assembly, Easter Assembly and Praise.*
- *There will be no Easter Bonnet Parade this year.*
- *Teachers/TAs will wipe down all chairs and stationery at the end of each day.*
- *The Site Team will be cleaning all surfaces (including tables, cupboards, doors, light switches, door handles etc.) daily and soft toys, cushions and any other extraneous items will be removed from classrooms a. to reduce virus-harbouring surfaces and b. to make surface cleaning easier.*
- *Only essential visitors to the school will be allowed, and they will be asked to wash their hands upon entry.*
- *Use of supply teachers to cover any absence will be avoided if at all possible. This may mean us having to work more flexibly for short periods.*
- *Parents' drop-in session 30<sup>th</sup> March is postponed; you will, however, still receive your school reports.*
- *School trips will be reviewed on a case by case basis, and you will be kept informed.*
- *Currently, externally provided services that impact directly on the children's learning and well-being (Ace Sports Coaching, Little Think, Choir) will continue as normal. We will notify you if this changes.*

We respectfully ask that parents and carers assist us by:

- ***supplying your children with a refillable water bottle that must go home EVERY day to be washed and refilled*** – there will be NO reusable cups available from school;
- ***not coming into school unless absolutely essential*** – we want to reduce the number of people entering the building, and that includes parents in the School Office;
- ***keeping us up-to-date with any situations that may affect your child (e.g. a case within the immediate family) and notifying us of any self-isolation that may result.***

We will continue to update you whenever the DfE releases more information. **We kindly ask that you continue to contact school to inform us of the reason for any absences, so that we can mark registers appropriately.** You will be asked specifically if you are self-isolating as there is a clear distinction between this and absence due to illness. In the event that your report self-isolation, you will be made aware that this absence must be for a 14-day period (this is the most recent instruction and is subject to change).

We have preparations in place for the children's learning to continue at home in the event that the situation changes and we are told to close (although this will be limited, of course). Class pages and text messages will be used to communicate with you, should this occur, therefore it is paramount that we have up-to-date mobile phone numbers for all families. We will continue to put spellings, times tables, CGP book page references, useful websites and other curriculum information on class pages every week, and this should be accessed by any child self-isolating but well enough to learn. We are not in the position of being able to provide any additional homework for children not attending school.

I would like to take this opportunity to thank parents for their ongoing support at what is proving to be a very challenging and confusing time for us all, and with the ever-changing picture, concern is inevitable. I would like to reiterate that we currently have no confirmed cases of coronavirus in school, and any incidents of self-isolation are precautionary to our knowledge.

I would also like to personally thank our teachers and staff, who are working hard to maintain normality in school and are willing to be flexible and 'do extra' (such as personally wiping down the chairs and stationery items) during this unsettled period. Not all teachers in other schools would be so agreeable; we are very lucky.

We will keep you updated as soon as we get any updates ourselves.

Best wishes,

Rebecca Jordan  
Head Teacher