



13th March 2020

Dear Parents/Carers,

I am writing to you with some specific advice and information about the Coronavirus outbreak and our contingency plans for the coming weeks. As I am sure you will understand, it is hard to predict what the impact on schools might be, but we have taken steps to plan as best as we can for future events and very much appreciate your support and understanding.

ACTION WE ARE TAKING NOW

Awareness in Assemblies & Classrooms

In assemblies, children have been spoken to about the virus and the steps they could take to help prevent or delay its spread. This was based on NHS and government advice about the importance of regular handwashing and avoiding coughing/sneezing over other people. Posters reinforcing this advice have been displayed around the school site and class teachers and support staff have been continuously reinforcing these messages.

Hand Washing and Hand Sanitisers

We have increased our stock of liquid soap and handwashing foam to ensure that students and staff can wash their hands more frequently. This is checked daily by our cleaning staff. Classrooms have also been equipped with additional tissues and handwashing foam to increase the frequency of handwashing throughout the day. Some parents have asked if children are allowed to bring in their own bottles of hand sanitiser. This is perfectly acceptable, but I must ask that you speak to your child's class teacher as permission needs to be given by yourself and emphasise that it is not shared amongst other children in case of an allergic reaction. Many thanks for your support with this. We also have hand sanitiser in our lobby and ask that any visitors use this on entering and leaving premises.

Toilets

Given the need for frequent handwashing, toilets are accessible throughout the day, although teachers will still need to authorise children to go and wash their hands during lessons to minimise disruption to learning. As mentioned previously, we have made sure that provision is available in ALL classrooms. We have ensured soap dispensers remain topped up and that the toilets are cleaned frequently.

General Cleaning

Cleaning is of the highest standard and we are prioritising specific areas of the building, particularly touch points, i.e. the surfaces that people touch frequently such as handrails and door handles. Our team are working at full capacity and ensuring that extra care and time is given to these areas. Our contract cleaners provide deep cleaning services, at additional cost, and we will engage them should Public Health England advise us that we need to do so.

CONTINGENCY PLANNING

As has been the case in other countries, some governments have taken swift action to reduce social distancing and made the decision to close all schools. Due to the path of how the Coronavirus outbreak is developing within the UK, it may be the case that we are forced to close if the Department for Education and the Government instruct us to do so. If this happens, please note that we will inform you immediately via text message and have ensured that information can be cascaded to you on what will happen with regards to learning during the



period of closure. This information will be sent to you via the email facility on ParentPay, as we may not be able to send out paper copies if this decision is made suddenly. To ensure that we are able to communicate with you swiftly and effectively, **please ensure that the school office has up-to-date telephone numbers for you and that you have activated your ParentPay account.**

Continuation of Learning

It is vital that, if the school closes, pupils continue to work. Whilst there is no substitute for being in a classroom with a teacher and teaching assistants, we will set regular work electronically via the email facility on ParentPay. We have also set up a temporary facility to enable children to submit their work via email to the class teacher, who will in turn be able to mark it and give feedback. If we get notice of closure, then class teachers have been preparing home learning packs, which we will send home with instructions and any materials they may need.

Staff Absence

It is possible that the school may need to operate as normal but with a higher number of staff absent than usual. Government action to 'relax' the law concerning class size will apply, so we may be able to ask children to join other classes or utilise hall space to teach larger numbers of pupils. Please be aware that staff have to follow advice from Public Health England about attending work if they have been in contact with cases of Coronavirus and may not be able to attend work for a short period even though they want to do so.

Further Information and Avoiding Anxiety

The Government and the NHS have made lots of advice about Coronavirus (also called Covid-19) available on their websites. I recommend that you look to those sources of information for updates and news about the virus and avoid listening to rumour and second hand information from other sources. I have made links to some of these sources already on our weekly newsletter.

As is apparent from looking at the media, it is difficult to gauge what is going to happen next with regards to the coronavirus outbreak. We are all very much following the daily advice given to us by the Department for Education and the Government but I hope that this information assures you that our staff are doing their very best to protect you, your children and their learning. As always, please ask if you have any questions or queries and we will keep you updated with every development that comes our way.

Many thanks and kind regards,

A handwritten signature in black ink that reads 'D L Adams'.

Mr D. Adams
Head Teacher