

Dear Parents/Carers,

You will be aware that the Government's guidance on the Coronavirus has changed from the 'contain' phase to one of delaying the spread of Covid 19. I am writing to let you know what we are doing in light of this to help make sure our school community remains safe and calm. I would like to reassure you that we are taking all of the necessary steps to protect our community and are continuing to follow official guidance from the Department for Education and the local authority – indeed, schools are receiving daily updates from the DfE.

### **What is the current situation?**

- The **school remains open** – this is the current instruction from the Department for Education – today we have nearly 700 pupils learning as usual;
- All aspects of daily school life continue to function as normal;
- Public examinations for Year 11 pupils are scheduled to continue as planned, and pupils, with your support and encouragement, should be working extremely hard in preparation for them.

### **What we are doing to protect and support pupils and staff?**

- Pupils are being encouraged to wash their hands at every available opportunity and have actually been shown a [video](#) on how to effectively do so – soap dispensers are being regularly replenished;
- We have an excellent site team which is undertaking additional cleaning of door handles, surfaces etc.;
- We have decided, as a precaution, to postpone both the Year 8 Progress Evening which had been scheduled for this Wednesday, and *Cardi's Got Talent*, which was scheduled for 26<sup>th</sup> March;
- Pupils will not be attending out of school events and only visitors deemed essential for the wellbeing of pupils will be allowed on site.

### **What we need you to do:**

- **If anyone living in the same house as a pupil at our school starts with a new, continuous cough, or a fever with a temperature of 37.8°C, then the entire household needs to be kept in self-isolation for 14 days i.e. the pupil MUST NOT ATTEND SCHOOL;**
- Please call the school as usual for any absence and be clear to state if the reason is as a consequence of Coronavirus symptoms; if the reason is for self-isolation because the pupil, or someone at home has symptoms, then there is no need to call again – we will assume an absence for the next 14 days inclusive of weekends;
- If pupils are seen around and about, clearly not in isolation, their absence will be recorded as unauthorised;
- Talk to your children about the coronavirus and the importance of good personal hygiene; pupils will inevitably be anxious about the whole situation and so [BBC Newsround](#) (for younger pupils), and [YoungMinds](#) (for older pupils) provide lots of information to address any concerns that they may be experiencing;
- If you've recently changed your contact details, please inform the school office **as soon as possible** via telephone or letter;
- If your child does present any of the symptoms above whilst in school, we will contact you by telephone - please can we ask you to come and collect your child straight away, for the benefit of both your child and the wider school community;
- Please check that your child has access to both **Class Charts** and **Moodle** from home, and let us know if there are any issues (so we can make sure we're well prepared for remote learning if the school does need to close at some point).

### **What happens if the school has to close?**

The probability is that schools will, at some stage, need to close, either under the direction of Government, or as a consequence of having insufficient staff to keep the school open – this could be a full or partial closure. In either case, we will:

- Notify parents via email, Class Charts, and the school website;

- Provide purposeful work, as far as is practicable, for all missed lessons via Class Charts and Moodle which can be submitted for feedback from teachers – a separate letter will follow with specific guidance for Year 11 pupils and their families;
- All pupils have access to our [Knowledge Organisers](#) on our website;
- There are resources for pupils and parents on our website about [online safety](#) – can I please encourage you to use them;
- **If, for whatever reason, access to online resources would be a problem, please contact school;**
- It is impossible to set work for individual pupils who are absent from school;
- When we are able to reopen, we will notify parents via email, Class Charts and the school website.

Please keep in mind that we are only sending out this information to help the school community prepare. **There are currently no plans to close.**

**If you have any questions or concerns regarding Coronavirus please:**

- Visit the [NHS website](#) which provides the most accurate and up to date information

My apologies for the long letter but it goes without saying that these are exceptional times. Please be assured that we are taking all the necessary advice and subsequent actions to keep our community safe. We very much appreciate your continued support.

Yours sincerely,

Mr A Cafferkey

Headteacher