

12th March 2020



Dear Parent/Carer

I am writing to you to update you on our contingency planning for Coronavirus. The purpose of this letter is to make you aware of what is currently in place, to reassure you that we are doing all we can to ensure that children are kept safe and disruption to learning is kept to a minimum.

Since returning from the February break, we have been in receipt of daily updates from the DFE and Public Health England. Currently we have increased supervised handwashing throughout the day and demonstrated to the children in assemblies how to wash their hands thoroughly and other basic hygiene precautions. We carry out regular checks to ensure that soap dispensers are replenished and cleaning of touch surfaces such as door handles and keyboards are increased and discussed with our cleaning provider on establishing a deep clean should this be necessary.

In addition, following advice from the DFE we are planning for **possible** scenarios. These include:

- Instruction from the DFE to close the whole school for a limited period
- Staff shortages due to impact of the virus
- Infection of a member of our school community

#### **Instruction from the DFE to close the whole school for a limited period**

Teachers have been given guidance on how we will set work for the children. In the event of this happening we will set work for the children both on our learning platform on the website and through packs of work that the children will bring home. We will keep in touch with parents through text, email and our various social media platforms to keep you informed.

#### **Staff shortages**

In this scenario school can cope with a certain level of staff absence with staff being flexible and the redeployment of staff who are present and the use of agency staff if required.

#### **Infection of a member of our school community**

Follow advice from Public Health England

This letter is designed to keep you informed of the current position we find ourselves in. However this is very much an evolving situation and guidance is updated daily to reflect this. Please be reassured that we are following the latest advice issued by the DFE and Public Health England and this is reflected in all of our preparations.

**In order to keep in contact, please can you ensure that we have an up to date mobile number and email address.**

Thank you for your support and understanding.

Yours sincerely

Mrs S Hirst  
Principal

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