



16<sup>th</sup> March 2020

Dear Parent/Carer,

## Coronavirus COVID-19

We are continuing to follow all guidance from the Public Health England (PHE) and the Department of Education (DfE) in relation to the Coronavirus (COVID-19). Although we have **no confirmed cases of COVID-19 amongst staff or students** the on-going concerns will inevitably be causing anxiety to young people. I have therefore attached some guidance from the World Health Organisation to support you in talking with your son/daughter.

Safeguarding our students and staff is of the utmost importance and we are constantly monitoring the daily advice from Public Health England and the Department for Education. Schools have been told they need to remain open and follow any updated guidance they receive. Ofqual (the examinations regulator) have also confirmed that they plan to run the examination season as normal. The main message for Year 11 and 13 students is to not worry about the timing of this and focus on preparing for their examinations.

In our support of students and staff, we continue to maintain good respiratory and hand hygiene procedures. Hand sanitisers have been fitted throughout the site and are being well-used by all students and staff. We have updated displays with posters informing students and staff how to maintain hygiene in avoidance of contracting Coronavirus; and the assemblies for this week have again been planned to address these issues.

Whilst these measures are in place, I wish to reassure you that I am currently working with the senior leadership team on a contingency plan in case the government decide to close schools. This contingency plan includes arrangements for remote learning for students; arrangements for any postponed/cancelled school trips; and measures to safeguard our students and staff and support their wellbeing in the event of a school closure.

We are trying to run school as normally as possible although we have scaled back and cancelled most trips and visits. I will however have to ask for your support this week to enable the GCSE Language Speaking examinations to go ahead. As a result of staff absence, for childcare (where their own children's schools are closed) and precautionary reasons, I need to ask that the following year groups remain at home temporarily (for 1 day):

Tuesday 17<sup>th</sup> March 2020    Year 9 – no school (other year groups as normal)  
Wednesday 18<sup>th</sup> March 2020 Year 10 – no school (other year groups as normal)

If, in the near future, the school has a high number of staff who are required to self-isolate, we may have to repeat this exercise and ask year groups to remain at home so that we can

maintain teaching for the examination groups. If this is necessary, you will be informed by text message by 7:30am the morning your son/daughter will need to stay at home. To enable good communication please ensure that we have your up-to-date contact details.

Students are asked to attend school unless they have the specified symptoms. I am sure you are aware that if you have any health concerns for either yourself, or a family member, you should use the NHS 111 online Coronavirus service. We do not have clinicians on site and you should consult the NHS website for the latest information and guidance: <https://www.nhs.uk/conditions/coronavirus-covid-19/>. As a duty of care to our community, please notify the school if your son/daughter is unwell and experiences COVID-19 symptoms.

The Department of Education has launched a new helpline to answer questions about COVID-19 related to education. 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)

I am very grateful to you for your support and understanding in managing this difficult time and I will remain in contact with you with any further update.

Yours sincerely,



Alex Thomas  
**Headteacher**