

13.3.20

Dear Parents/Carers

## Re: Coronavirus Contingency Plans

I am writing to update you on the situation regarding the Coronavirus that, in the future, may lead to schools across the country closing temporarily. It is prudent that as a school community, we prepare for such an event.

It is important that whilst schools remain open, we continue school life as normal which includes practical lessons, UK educational visits and preparation for assessments in a calm environment. Government guidance states that **children should continue to attend school every day unless they are ill**. Current advice from the government is that anyone with a fever or persistent cough should self-isolate for 7 days. We are upholding high levels of hygiene in the building. Pupils, as ever, are being told to wash their hands before and after eating, or visiting the toilet. It would be helpful if you could reinforce this message at home.

In preparation for any closure, we have spent a considerable amount of time arranging IT facilities to enable learning to continue. To this end, we set up Microsoft Teams sites for each class. If we have to close, online work will be set daily for all classes this way. You can access this via <https://portal.office.com>. Please see the attached powerpoint presentation which sets out, step-by-step, how this will work in practice. This will also be uploaded to our website for reference.

To check that there are no glitches with this system, we would like to run a trial this weekend. Therefore, today class teachers will set homework for their class using this facility. Please can I ask that all parents follow the instructions attached to this letter to access the homework tasks with their children and help us to ensure that the system works? The Microsoft Teams App can be downloaded on Android or Apple devices free of charge. It can also be accessed on laptops and desktops. Please be aware that during this trial period, the class chat facility will not be available.

Please be reassured; **we are NOT closed on Monday 16th March 2020**. I will keep you informed about any major developments. The latest guidance from Public Health England can be found here: <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>

If a decision is taken to close the school, this could happen at short notice. We will inform you via email and text, as well as sharing information on our school website, Facebook and Twitter accounts. To help us with this, please ensure that contact details we hold for you on the school system are up-to-date.

Thank you for your continued support.

Best Wishes  
Miss Robinson