



13 March 2020

Dear Parents and Carers

Following on from the letter sent to you on 28 February 2020, we would like to update you on the school's procedures regarding COVID-19 (Coronavirus).

### **Possible contact with an unconfirmed or confirmed case**

We would ask that if parents have any concerns regarding the possibility of a child having been in contact with an unconfirmed or confirmed case, they should not send their child to school until 111 or other NHS services have been contacted and clinical advice received.

Once advice has been received from the NHS, students will be allowed to return to school only where the clinical advice has indicated it is appropriate.

Where staff or students have visited Italy, Hubei Province, Iran, Daegu or Cheongdo in South Korea or any other high-risk areas identified by the government, we will ask students and staff not to attend school and advise them to immediately self-isolate whilst seeking further advice from the NHS.

Students who are off school due to illness or quarantine will be provided with appropriate school work and support from individual class teachers and the school pastoral team.

If a student has been off school as a precaution, we would ask that parents contact the school before the student returns.

### **Higher Risk Students**

For students who may be at higher risk should there be an outbreak at the school, we will be contacting parents individually to keep them updated more frequently. If you believe your child may be at higher risk in the event of an outbreak but we may not be aware of that, please contact the school to register for individual updates.

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### **School Trips**

We are monitoring all school trips planned over the coming months and will make decisions on a case-by-case basis as to whether those trips can go ahead based on NHS and government advice.

### **School plays and performances**

Planned school plays or performances will continue until there is updated official government notification regarding large gatherings.

### **Parents Evenings and School Information Evenings**

Parents evenings and school information evenings will continue as planned until guidance from the DfE, NHS or government indicates otherwise.

### **External Exams**

We recognise that students and parents will be concerned about the possible impact of COVID-19 on the 2020 summer exam series. We continue to prepare for these exams as normal and have plans that align with the Joint Council on Qualifications (JCQ) guidance on contingency planning. It is still many weeks until exams start and we will issue updated advice if necessary,

### **What will happen to my child's education if the school is instructed to close?**

We will do all that we can to keep the school open. The school will only close if we are advised to do so. In that event, we have a plan in place that ensures our students will continue to have access to learning resources for all subjects via an online learning portal.

Thank you for your continued support in this matter.

Yours sincerely



**Mrs S Paley**  
**Head of School**