

16 March 2020

Dear Parent/Guardian

Management of Covid-19

There will be no school closure at this stage

As the Covid-19 outbreak continues, I am writing to update you with respect to our ongoing plans to manage these issues.

At the moment, the intention is to keep schools open for as long as possible. We are conscious, however, that this may change quickly. In the event of school closure, we will do our best to provide work for our students using Show my Homework. We will prioritise supporting students in exam classes during this critical period.

Staff Absence

It may be that staff absence levels will increase in the weeks ahead as colleagues are instructed to self-isolate, either because they are ill themselves or because someone in their household has become poorly. While we have processes in place to cover such scenarios, it is may be that our resources in this respect will become overstretched. In these circumstances, we may choose to instruct one of our year groups to stay at home for a period of time. This will then free up a number of our teaching staff to be redeployed to cover other staff absences. If these actions become necessary, we would probably choose to ask Year 8 and/or non examination Year 9 groups to stay at home first. Further escalation of these issues may cause us to ask Year 7 to stay at home.

In the event that such actions become necessary, we may need to act very quickly. We may only be able to communicate such decisions to parents on the day itself and will use email and our website for this purpose. If at all possible, we will try to provide such information the day before any school closures decisions are applied.

Guidance to schools and parents

Please make sure that you keep up to date with the latest Public Health England advice at:

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

The first two key points in the revised guidance issues this morning state that:

- staff, young people and children **should stay at home** if they are unwell with a new, continuous cough **or** a high temperature to avoid spreading infection to others. **Otherwise they should attend education or work as normal**
- if staff, young people or children become unwell on site with a new, continuous cough or a high temperature **they should be sent home**

If you need further advice in this respect, please take medical advice by contacting

<https://111.nhs.uk/service/COVID-19/>

In the first instance. School staff are not able to offer medical advice. If you decide to isolate your child at home, please let us know as soon as possible. If we notice students in school with a persistent cough and/or a high temperature, we have set aside a separate room for them to wait

while their parents are contacted and asked to take them home. We will authorise absences for students who need to self-isolate. Please provide a note to this effect on their return to school.

Provision of Work

If we need to partially or fully close the school, every effort will be made to provide work and ongoing support for our students, with particular priority being given to our examination cohorts.

If students need to self-isolate while the school remains open, they will need to monitor the assignments and lesson materials being posted on Show My Homework and do their best to keep up in this way. Regrettably, it will not be possible for our staff to set work for individual students who are absent from school for these reasons.

School Hygiene

We have been working with our school cleaners to prioritise the regular cleaning of 'touch surfaces'. We are also monitoring the toilets on a daily basis to ensure that soap, hot water and paper towels are all provided and working properly. Please also provide **your** son/daughter with tissues that they can use during the school day. We are also introducing various measures during this week to reduce contact both between Academy students and between our students and those from elsewhere.

Dining Hall

In the event that our catering staff are unable to come into school, we may be unable to provide hot meals during the school day. We may consequently need to switch to a cold service and/or packed lunches for all students. Again, this might be necessary at very short notice.

We will continue to monitor these circumstances very carefully, particularly with respect to government advice regarding expected school actions.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Richard Hedge', with a large, stylized flourish at the end.

RICHARD HEDGE

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