

13th March 2020

Dear Parent/Carer

Coronavirus Contingency Planning

We continue to monitor very closely the ever-changing coronavirus situation and follow all government, Public Health England and local authority advice on how to manage and respond. Current government advice can be found here: <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public> which includes advice about handwashing from NHS England. We now also have a school approach to 'no hand shakes'.

We are making plans for a range of eventualities, including staff absence, possible infection by a member or members of our community or school closure. We are committed to remaining open to all students where this is reasonable, safe and follows the guidance. We will regularly update you through our website and email.

Updated government coronavirus guidance is now for any person with a high temperature or new continuous cough to stay at home for 7 days. Please contact our Attendance Officer as usual to alert the school if this applies to your child.

It is necessary for us to prepare for a period of school closure should we be asked to close by the government. Clearly there remains significant uncertainty around this, but we should ensure we focus on preparedness to ensure our students and staff can continue to work from home, if not unwell themselves, during a closure period which could last for an extended period.

Our cleaning team are also taking additional measures, as per guidance provided to them. Assemblies to students next week will be on coronavirus, led by me and science staff.

School Closure Preparation: Please read very carefully

- Class Charts usernames and passwords are being reissued to all students and parents (Year 7 to Year 11) with a reminder as to how to access Class Charts – this week.
- Year 12 and Year 13 class email lists have been set up for individual students to set work for sixth formers: sixth formers must ensure they can access their school email account to receive these emails.
- Students should use their exercise books which should not remain in school during a period of school closure.
- **Year 11 students will be taking Assessment Books home to support revision.**
- **For Y7-11 students: work will be set via Class Charts – more guidance to follow.**
- **For Y12-13 students: work will be set via Email Distribution lists – more guidance to follow.**

Communication Preparation: Please read very carefully

- Any period of school closure will be communicated through the normal channels: school website, Twitter, Facebook, email and text.

Please be assured that should there be any changes to GCSE or A Level exams this summer, we will then plan and respond accordingly, working alongside and following advice from the Joint Council for Qualifications (JCQ) and exam boards. Students should continue to plan for this summer's exams and assessments as usual.

During any period of school closure, the school will provide regular updates for students, parents and carers.

Thank you for your support and cooperation with these preparedness measures.

Yours faithfully
Robin Newman
Principal

