



10 March 2020

Dear Parent/Carer

I am writing to give you an update on:

1. The advice and guidance given to schools regarding the Covid-19 Coronavirus outbreak and
2. Our contingency planning in the event of enforced closure for an extended period

With regard to point 1 above, we receive a daily update via email from the Department for Education (DfE) who are working in partnership with Public Health England (PHE). On Friday 6 March 2020 I published on our website, a link to the DfE Guidance for Educational Settings:

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

The key points from the advice are:

1. **To use a tissue when coughing or sneezing** – we have taken delivery of one hundred boxes of tissues so they are available in each classroom for pupil use
2. **To wash hands thoroughly** – we are issuing a video of “how to wash your hands in 20 seconds” and a poster illustrating how to wash your hands thoroughly, to all form classes

In addition, we have our on-site Facilities Management Team regularly cleaning the school during the day, in particular the handrails on each stairwell and toilet areas; our catering team regularly clean all surfaces in the dining areas.

With regard to point 2 above, we have already created an Office 365 learning access platform using Microsoft Teams, for use by all teachers and pupils. We are holding a whole school training session after school Wednesday 11 March 2020 to support members of staff in structuring this learning access point. Each Faculty Leader is working with members of staff in their Faculty to structure a series of lessons with resources in two-week blocks in the event of notification of school closure. Further after-school training time will be given to support members of staff in populating the site. Later this week our IT Operations Manager will be issuing guidance to pupils on how to access the site and download the app. We believe the creation of Microsoft Teams will provide us with the ability to respond quickly and effectively to provide work and contact between members of staff and pupils to ensure educational continuity in the event of any long-term closure.

I appreciate that those parents/carers with children who are studying for KS4 and KS5 exams will be especially concerned about the impact of any school closure on preparation to be ready to sit examinations. The recent update from the DfE can be found at the link below:

<https://www.gov.uk/government/news/updated-statement-on-coronavirus>

As always in such matters, we will continue to take advice and guidance to support a well-informed response. I will of course keep you up-to-date with any change to the advice that schools have currently been given.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Ian Morrel', written in a cursive style.

Ian Morrel
Headteacher