

15th March 2020

Dear Families,

Re: **COVID-19 (Coronavirus) update and school plan**

As you are undoubtedly aware, the government's guidance on the coronavirus has changed from the 'contain' phase to one of delaying the spread of the virus. We are getting in touch to let you know what we are doing in light of this and what we expect from all of you, to help make sure our school community keeps safe and calm.

We want to reassure you that at Burton Borough we are taking all the necessary steps to protect our community and are continuing to follow official guidance from the government and our local authority, Telford & Wrekin. To date, we have not had any confirmed cases of COVID-19 although we have had some families contact us to say that they will be self-isolating in line with official guidance.

What is the current situation?

The **school remains open** – this is the current official guidance we have been given. All school functions will continue to run as normal until further notice.

Pupils should attend unless they feel unwell – if your child has any of the following symptoms, they **must remain at home for 7 days**:

- a new, continuous cough and/or
- a temperature

If your child is unwell, report this as you would normally by phoning into Attendance Office on 386554 or alternatively via our school website on the 'Contact us' tab:

<https://www.burtonborough.org.uk/contact>.

Until confirmed otherwise by the government, all overseas trips are cancelled. If your child is due to go on one of these trips, we will be in contact with you soon about this. The London science trip for year 10 has been postponed (date yet to be confirmed) and other visits will be reviewed closer to their due date.

At present, year 11 GCSE examinations are taking place as planned.

We will keep you up to date with any changes to the current situation when we have a further update.

Continued...



What we are doing to protect and support pupils and staff

This could include:

- Cleaning processes are being carried out in accordance with guidance from Telford & Wrekin Council.
- Soap dispensers are being checked before, after and during the school day and replenished as required.
- Students have received instructions on appropriate handwashing in lessons and assemblies. This information is also displayed on the screens throughout school and posters are also displayed throughout school.
- 'Catch it, kill it, bin it' posters are displayed throughout school.
- If a student feels ill during the school day, they should follow the normal process to access first aid.
- Should a student present with the symptoms of COVID-19 during the school day, we will contact the parent/carer immediately and follow the latest guidance on the process to then follow.
- Should it be required, we have a location in school set aside to isolate any potential cases.

What we need you to do

Please consider if you have changed any of your contact details. If you have, then school needs to know as soon as possible. If you have access to **MyChildAtSchool** (MCAS), you can check on there and upload any changes. If you do not use **MyChildAtSchool**, either telephone school or send the changes via the 'Contact us' tab on the school.

Talk to your children about the coronavirus. It is an unsettling time and we should make sure our children feel supported. [BBC Newsround](#) has regular updates for younger children and [YoungMinds](#) has practical steps older children can take to help with anxiety.

If your child develops a continuous cough or high temperature during the school day, please come and collect your child straight away when we contact you.

We are currently working with the local authority to create an online learning platform using Microsoft Teams should we need to shut the school. When we have more news about this, we will let you know. In the meantime, please check that you and your child have access to **ShowMyHomeWork** (SMHW). If you need your login details, again please use the 'Contact us' tab on the school website requesting these and they will be returned to you via email.

What happens if the school has to close?

We will only close if we're either officially advised to do so or we do not have enough staff to run the school. In either case, we will:

- Email to all student contacts
- Display this on our school website
- Use social media – Twitter/Instagram (@BurtonBorough). In addition, we will ask staff to also repost these messages for maximum exposure.

Continued...



- An 'Announcement' on **MyChildAtSchool**

When school is due to re-open we will inform you via these same methods.

Again, to confirm **there are currently no plans to close school at this present time.**

If you have any questions

Please consult the:

- School office, if you have any questions about our response to this issue.
- [NHS](#), if you want to know more about the symptoms of coronavirus. If you think you or your child may have the symptoms, use [NHS 111 online](#) if at all possible before calling 111
- **Department for Education's coronavirus helpline: 0800 046 8687**, if you have any questions about the government's response to coronavirus in relation to schools
- Government's [travel advice](#), if you want to know whether any upcoming trip or holiday you're taking abroad should go ahead

Thank you for your continued support during this time as we know this situation will have an impact on our community. It is important for us to keep each other safe and talk about what is happening.

Yours sincerely,



Krissi Carter
Principal



FRAMEWORK FOR
ETHICAL LEADERSHIP
IN EDUCATION
PATHFINDER



YST INCLUSION SCHOOLS

