



**Central Lancaster  
High School**

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13<sup>th</sup> March 2020

Dear Parent/ Carer,

**RE: Coronavirus/ COVID-19**

No doubt, like me you are watching the news as the Coronavirus outbreak evolves. I have drafted several letters to parents since the outbreak, but I have had to scrap them as new alerts and updates have come through to me from the Department for Education, the Foreign & Commonwealth Office and the National Health Service. I think it is important that I inform you of what we have done and are doing in school to support your child during this time.

Firstly, we had assemblies this week to inform the students on how to take action to stop the spreading of the virus. The advice included:

- Cover your mouth and nose with a tissue or your sleeve when you cough or sneeze.
- Put tissues in the bin immediately.
- Wash your hands with soap and water often- use hand sanitiser if soap and water are not available. Students have been shown a video that demonstrates how to wash hands properly.
- Try to avoid close contact with people who are unwell.
- Do not touch your eye, nose or mouth if your hands are not clean.

In school we have purchased extra soap and hand sanitiser to use in the toilet areas. We have also displayed posters around school to remind students, staff and visitors to wash their hands for at least 20 seconds.

Sadly, we have had to cancel our school trip to Sicily, which was due to depart at the end of the term. We sought advice from the Foreign & Commonwealth Office and from the travel firm, and we were in agreement that the trip posed too much risk to the health & safety of our students and staff. Parents have been informed and will receive a full refund for the trip in due course.

In terms of action to take should we have a suspected or confirmed case in school, we will follow the guidelines recommended to us from the Department for Education. If you suspect that your child may be infected, you must immediately contact the NHS and keep them away from school for 7 days. If your child has had contact with someone who is a confirmed case of COVID-19, then school must be informed and your child must remain away from school for 14 days. If your child displays no symptoms within the 14 days, they can return to school. There is a helpline available to parents who are concerned about coronavirus/ COVID-19: 0800 046 8687 or, alternatively an email can be sent to: [DfE.coronavirushelpline@education.gov.uk](mailto:DfE.coronavirushelpline@education.gov.uk)

If there are any further updates about the coronavirus and the impact on school and your child, I will inform you as soon as possible. In the meantime, I wish you and your family well, and thank you for your support in being vigilant in taking measures to prevent an outbreak of the virus in school.

Kind regards,

**Acting Principal:**

Victoria O'Farrell, BA Hons., NPQH, NPQSL

