



HIGHFIELD LITTLEPORT ACADEMY

An Active Learning Trust School

Executive Headteacher: Simon Bainbridge

Head of School: Yvonne Skillern

11th March 2020

Dear Parent or Carer,

As you know, currently the Government are in the 'Contain' part of the strategy to manage the COVID-19 virus. We **remain open as usual** but are monitoring events closely. We will, of course, keep you updated as the situation changes.

Only if the government decide to move into the 'Delay' phase of the plan to manage Covid-19, there are two parts of this that will directly affect the operation of both schools:

1. **Schools close for a fixed period of time, likely around a week or two.** If this is the case we should know beforehand and we will let you know as soon as we do. We aim to provide some educational activities for you to do with your son or daughter during the period that schools are closed. *If we need to close on this basis, then we will contact all parents, and post a message on each schools' website. We would keep you updated throughout the closure as information comes in through messages on the website and/or Class Dojo.*
2. **Any person, adult or child, with 'respiratory tract infections' symptoms should self-isolate for 7 days.** This situation is more complicated for the continued running of our schools. We will be considering on a day to day basis whether we are in a position to open or not. We will balance up the number of staff, their ability to meet medical and other needs of pupils, in order that we can continue running each school safely. If we cannot open on this basis, we would inform you on the day, as per our emergency closure protocol, *through Class Dojo* as soon as we can in the morning. In this scenario, we may need to close a class, department or the whole school.

I need to ask you from now so that we are prepared for 'Delay', to:

- Make arrangements so that you are able to be at home with your son or daughter should we need to close at short notice.
- Let us know as soon as you can if your son or daughter is off school for any reason, by emailing head@highfieldlittleport.org as well as ringing the main school number and leaving a message. This is crucial because we need to make the decision to close by 6.45am and we may not be able to pick up messages left on the main school phone.
- Inform your son or daughter's transport as soon as you know we have closed. Please only do this when you know that we are closed, however!

As a reminder, our website addresses are:

Highfield Littleport <https://www.highfieldlittleport.org/>

Highfield Ely <https://www.highfieldschoolely.co.uk/>

Elmside, Littleport, Cambs, CB6 1LJ

Tel: 01353 223301

office@highfieldlittleport.org



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The following website is good for countering some of the myths going round about COVID 19 currently: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/myth-busters>

In the meantime we remain open, and in school we are encouraging good hygiene; washing hands, etc to reduce the risk of infection.

If you do have any questions, please do ring the main school number, or email Yvonne.

Many thanks for your co-operation and understanding,

Simon Bainbridge
Executive Headteacher, Highfield Academies

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