



Monday 16<sup>th</sup> March 2020

Dear Parents and Carers,

As you are 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 would like to reassure you that at Newall Green High School we are taking all of the necessary steps to protect our community and are continuing to follow official guidance from the government and Manchester local authority.

#### What is the current situation?

- The school remains open – this is the current official guidance we have been given
- Pupils should attend unless they feel unwell – if your child has any of the following symptoms they should remain at home for 7 days:
  - a new, continuous cough (this means that you have started to cough repeatedly) and/or
  - a high temperature- you feel hot to the touch on your chest or back
- If your child is unwell, report this as you would normally by ringing the school office on the first day of absence (0161 413 8546)
- Any off site visits will be risk assessed on an individual basis. Parents/carers will be informed of any off site activity that their child/young person is involved in. It is likely that off site visits will be postponed.
- We will keep you up to date with any changes to the current situation. The school website will be updated regularly, to include any helpline and advise phone numbers.

We have already taken a number of steps, to ensure that everyone in our school community is being kept as safe as they can be under the current circumstances.

So far we have:

- Regularly reviewed advice and updates on a daily basis
- Kept all parties informed of this latest guidance by posting this on our school website
- Reinforced the importance of good hygiene with both staff, pupils and visitors, following NHS guidance at every opportunity, with guidance clearly displayed in the staffroom and staff and visitor areas around school.
- We are monitoring staffing levels on a daily basis to ensure that we are staffed to keep the school running effectively, and everyone kept safe.
- We have enhanced cleaning and hygiene regimes around the school.

In the event of any type of school closure, we wish to support families as much as we can, as we understand just how difficult this could be for you to manage under the current circumstances.

## **What we need you to do**

- If you've recently changed your contact details, please inform the school office **as soon as possible**
- Come and collect your child straight away, if we ask you to (we will contact you if they become ill with either a temperature or a new, continuous cough)

## **What happens if the school has to close?**

We will only close if we are either officially advised to do so or we do not have enough staff to run the school safely.

In either case, we will:

- Alert parents/carers through the text messaging service, post the closure information on the website and where possible send letters home. This will be the same procedure when informing parents/carers that school will reopen.
- Where appropriate, work instructions will be sent home with students for tasks using online resources including reading and activities to complete. Most students will have books at home to read following their visits to Waterstone's. We will also make sure they have at least one book to bring home. We would encourage you to read with or listen to your child read on a daily basis for at least 20 minutes. It would also be useful for them to read and watch the news each day via <https://www.bbc.co.uk/newsround>.

Please keep in mind that we are only sending out this information to help the school community prepare.

## **If you have any questions**

Please consult the:

- School office, if you have any questions about our response to this issue (0161 413 8546)
- [NHS](#), if you want to know more about the symptoms of coronavirus. If you think you or your child may have the symptoms please look at the guidance on [NHS 111 online](#).
- 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

It is a difficult and uncertain time and we know you are worried about the impact this might have on our community. It is important we help to keep each other safe and talk about these events to help with any anxiety.

Thank you for your continued support.

Kyra Jones  
Head of School