



IMPORTANT - Update on Coronavirus (COVID-19) – Week beginning 16 March 2020

All members of the SWS family,

This is our second direct communication in relation to UK government moving to the delay phase of its plan to manage the coronavirus outbreak. This is a very unsettling time for everyone. As a school we will communicate as frequently as is appropriate about how we are responding to this challenge to look after all members of our school community as best we can. Please read the information below carefully.

From tomorrow, Wednesday 18 March, we are making significant adjustments to the school day.

These adjustments have been made due to pressures on staffing capacity that we can adapt to but not fully resolve due to the current constraints of health advice. We are reviewing our capacity every 24 hours and may need to respond further.

Year 11 students: School remains fully open. The normal timetable applies each day.

Years 7-10: School will finish each day at 1.20pm. Lunch will be available for all students. This arrangement will run for the remainder of this week and may extend over the next 14 days.

As you would expect, we are continuing to follow guidelines given nationally to all schools in this period. We continue to anticipate the possibility of further daily change in the national situation and are adapting accordingly.

In addition, I have summarised below the actions we are taking and the further planned contingency as we anticipate further disruption to allow you to be fully informed at this point. Again, I would state that the circumstances could change at any time.

What we will continue to promote:

- Increase frequency and depth of daily cleaning procedures.
- Promoted links to public health advice on our website and social media platforms.
- Actively promote good hygiene related to high frequency and thorough hand washing.
- Increase sanitiser availability in all office spaces and staff areas.
- Increased monitoring of student and staff absence for symptom trends.

Actions being taken as part of moving to the delay phase:

- Deep clean during Easter break scheduled.
- Cancellation of Year 11 Easter classes until May break.
- All Year 11 materials will be uploaded onto the Show My Homework platform and given/sent out as paper packs on Friday 20 March. This covers full subject revision packs for every GCSE and equivalent qualification.



- An email platform for direct communication with Year 11 teachers during forced closure will be available for all Year 11 students across their subjects and teachers. Students will be given details over the coming days.
- We are preparing a plan to support all children in receipt of a free school meal during closure. Further details will follow this week.
- Additional meetings, staff training, sports fixtures and non-essential visits/visitors have been cancelled.
- Year 10 Mocks will be deferred until further notice.
- Year 11 Progress Evening deferred.
- Planned trips/visits are deferred.
- We are reviewing all aspects of the wider business to ensure continuity where possible.

Our advice to parents, carers and families at this point:

- If your child is fit and healthy they should attend school as usual and follow all routines until we are directed to fully close. There is curriculum disruption in Years 7-10 but we are providing a structured learning experience for children.
- Follow Public Health England advice and self-isolate for the 14-day period should you and/or your child show symptoms of the virus. Full adherence to government advice is important. This can be found on our website and social media platforms.
- If you are a parent or carer working for the NHS or emergency services we will make provision for your child/children to remain at school for normal school hours.
- Continue to promote excellent hand hygiene at all times.
- Should your child have frequent, daily contact with a member of your family in a high-risk group, you should check all government advice carefully and consider whether you send your child into school. **This decision should be made in the best interests of your family.**
- We advise students with diagnosed medical conditions which may make them more vulnerable to remain at home during this uncertain period.
- **If your child is absent from school during this period it is essential that you contact school and inform us of the reason.**

As you would expect, the current and anticipated levels of student and staff absence have and will significantly disrupt the school during this time. We will continue to deliver a good quality of education and keep students and staff safe at school. It will be likely, however, that students' usual lessons may be changed and adapted to accommodate the impact of absence on the school. Whilst open, we will do our very best to support everyone at school. Our contingency planning in the background will continue to prioritise our children's provision and welfare accordingly.

I have spoken to our students about what actions we can take to support teaching and learning during a closure. I also discussed with them the individual and social responsibility that we all have as members of this community and the wider society. It is important that we support each other through this unsettling time, remain calm and show kindness to others.



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Please continue to be mindful we may have to respond to potential government and public health directives at very short notice. I advise all members of the school community to regularly check emails and other communication platforms regularly in the days and weeks ahead to make themselves aware of any updates.

If there are any questions you may have around current situation with school please do not hesitate to contact us by phone or email.

Yours sincerely

A handwritten signature in black ink, appearing to be "J Fraser", written over a faint, large outline of the school's shield logo.

J Fraser
Principal

