

Tuesday, March 17, 2020

Dear Parent/Carer,

I am writing to provide an update with regard to the COVID-19 outbreak and to alert you to some steps we have taken and decisions we have made today.

Firstly, I realise that these are very worrying times for us all and the steps we need to take and decisions being placed on everyone are unprecedented. School leaders are facing a very challenging time, with daily updates to guidance and decisions required which place significant burden on people. None of the decisions that I take over the coming days and weeks are ones which I take lightly; we all have to ensure that we put our own health and those of our family first.

Secondly, I am aware that parents require regular communication from the school as to the steps we are taking and the information we have available. To that end we are uploading a daily update to the school website showing where the school is currently up to. The first of these is attached to this letter and we will continue to print and issue these daily to those in school. We have also had to make contingency plans for partial school closures as staff are now asked to self-isolate where family members are ill.

I do have to inform you that we have already hit the number of teaching staff absent which means we will need to move to a position of partial school closure, this is to ensure the safety of all students and staff. I therefore regret to inform you that as from tomorrow, Wednesday 18<sup>th</sup> March, the school will be closed to all students except those in years 5, 6 and 11. This is not in response to any specific health issue within those year groups but simply to help us manage large numbers of staff absence. This closure will be in place until further notice. Additionally, while we can, we will provide a supervised learning area, for students whose parents/carers work for the NHS. Children attending on this basis must be dropped off at main reception or for students in older year groups sign in through main reception.

Work packs have been issued to students in all year groups today (in anticipation of any future closures) and further work is available on the school website – under the partial school closure link.

We will continue to keep you updated through the daily bulletin and will write to inform you of any changes to these arrangements. At this time, please note that more routine enquiries into school will take longer for us to deal with. We will also provide a list of email contacts for you to use should you wish to make contact with staff at this time or have any general enquiries. Again we ask for your patience in responding to large volumes of contact.

Yours sincerely,



Mr S Cooke  
Headteacher