

Friday 13<sup>th</sup> March 2020

Dear Parent/Carer

**The school currently remains fully open.**

I am writing to update parents and carers in relation the developing situation with the coronavirus. **I can confirm there are no confirmed cases of COVID-19 in the school community.** The current advice from the Department of Education is 'No school should close in response to a suspected (or confirmed) COVID-19 case unless advised to do so from Public Health England'.

We will continue to ensure that we follow the guidance issued by the government and Public Health England to the letter. The Government announcement yesterday stated that:

**Anyone with a "new, continuous" cough or high temperature is now advised to self-isolate for seven days.**

People with **minor symptoms should not call NHS 111**, as the system is under strain, but are instead urged to look for information on **the NHS website** and **111 online**. People displaying symptoms should not go to their doctors, walk in centre or pharmacy.

**The current precautions**

At present, we are asking staff and students to focus on hygiene; in particular hand washing and the use and management of tissues when coughing and sneezing. We have increased the cleaning of all contact surfaces including tables, door handles, toilets and handrails, which are being disinfected throughout the day. All first aid trained staff and cleaners are wearing gloves. All form groups have had instruction on how to wash their hands and posters are displayed throughout the school.

**If a student presents to staff as unwell**

In the event that a student presents with coronavirus symptoms at school, they will be removed to an isolated area until they can be collected from school. Once the symptomatic student has left the premises the area will be deep cleaned including any hard surfaces the student may have touched. Parents will need to ensure that their child self isolates for seven days and will be required to stay off from school for the duration of time.

**How to recognise potential symptoms**

The Government have stated that mild symptoms can present as a new and persistent cough for up to four hours and a temperature above 37.8 C. If a child shows these symptoms, they should self-isolate for seven days. Please notify our attendance officer, Mrs Bryant, as soon as possible, if you believe your child is displaying symptoms [jbryant@acle.norfolk.sch.uk](mailto:jbryant@acle.norfolk.sch.uk).

## COVID-19 compared to other common conditions

SYMPTOM	COVID-19	COMMON COLD	FLU	ALLERGIES
Fever	Common	Rare	Common	Sometimes
Dry cough	Common	Mild	Common	Sometimes
Shortness of breath	Common	No	No	Common
Headaches	Sometimes	Rare	Common	Sometimes
Aches and pains	Sometimes	Common	Common	No
Sore throat	Sometimes	Common	Common	No
Fatigue	Sometimes	Sometimes	Common	Sometimes
Diarrhea	Rare	No	Sometimes*	No
Runny nose	Rare	Common	Sometimes	Common
Sneezing	No	Common	No	Common

### Potential partial closure

The new regulations could see a rise in staff shortages, which would have an impact on the day-to-day operation of the school. Three scenarios would lead us to instigate a partial closure:

- Staff shortages from the transport sector
- Staff shortages in the kitchen
- Staff shortages from the teaching team

We will be monitoring the situation daily and will aim to notify parents of any partial closure by 8 am. If the school needs to enforce a partial closure, the following provision would apply.

Monday- Year 11, Year 10, Year 7

Tuesday- Year 8 and Year 7

Wednesday- Year 11, Year 10, Year 7

Thursday- Year 8 and Year 9

Friday- Year 11, Year 10, Year 7

(Please note, this is a change from the information published yesterday)

For days when your child would not be in school, teachers will aim to set them work via classcharts. This can be accessed on a PC, laptop, tablet or mobile. All students have been reminded of their log in details. If you need reminding of your child's or parent logs in details, please email your child's form tutor and they will provide you with the details. If your child does not have access to the internet at home, they will be provided with work booklets. Please notify the school office if your child does not have access to the internet at home.

Additional resources for Year 11 students will be provided, including past papers and revision guides. We cannot predict the potential impact on GCSE examinations but we are monitoring the JCQ advice and will inform parents of any information we receive in regards to examinations.

All notifications will be made via our main school website, Facebook, parent emails and the Norfolk school closures site. Any announcement that may affect the day-to-day running of the school will be made by 8 am at the very latest. With this in mind, we are asking all parents to please notify the school if your email address or phone number has changed. Please email the school office with any changes to your contact details at [info@acle.norfolk.sch.uk](mailto:info@acle.norfolk.sch.uk)

At present, **we are operating the school as normal** and intend to continue with our Year 9 Options Evening on Wednesday 18<sup>th</sup> March and the Year 8 Parents Evening on Monday 30<sup>th</sup> March.

We will continue to monitor the situation daily. At present, we are emphasising the Government's advice regarding hand washing and would be grateful if you could enforce this message at home:

- washing hands often with soap and water or using alcohol sanitiser (before leaving home, on arrival at school, after using the toilet, after breaks and sporting activities, before food preparation , before eating any food, before leaving school)
- covering your cough or sneeze with a tissue
- stay at home if feeling unwell
- avoiding touching eyes, nose, mouth with unwashed hands
- avoid close contact with people who are unwell
- clean and disinfect frequently touched objects and surfaces

If you plan to travel abroad in the Easter holidays we would be grateful if you could let the office know of your intended destination so that we can monitor the situation carefully.

If you have any questions about COVID-19, related to education, the Department For Education helpline is 0800 046 8687. Alternatively email [DFEcoronavirushelpline@education.gov.uk](mailto:DFEcoronavirushelpline@education.gov.uk)

As a school, we are working hard to try to respond to an incredibly dynamic and unpredictable situation as best we can. If you have any questions or concerns, please do not hesitate to contact the school office.

Yours sincerely

Mrs H Watts