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Dear Parent/Carer

I am writing to update parents and carers on our current thinking around the developing situation with the coronavirus. We will continue to ensure that we follow the guidance issued by the government and Public Health England to the letter. We are aware that the government have had a meeting and they are expected to announce their plan to move from the 'containment' to the 'delay' phase, this will have possible consequences for schools and the wider public. I will detail our current contingency planning below.

### The current precautions

At present, we are asking staff and students to focus on hygiene; in particular hand washing, the use and management of tissues when coughing and sneezing. We are ensuring a plentiful supply of soap in the toilets and tissues are available in all classrooms. Our cleaners empty general waste bins daily.

We would ask all parents to include their holiday destination on all absence request forms, so that we can have a better overview of the situation. We would also be grateful, if you are intending to travel abroad over the Easter break if you could let our school office know.

In terms of general illness there is currently no requirement for students to be kept off school with colds or coughs. Should you, however, have any concerns that your child's symptoms are those of the coronavirus then we would urge you to contact 111 and follow their advice in relation to testing and self-isolation.

### Possible future developments

In recent days, the government have talked about two specific possible future scenarios. It is worth stressing that these are **NOT** the current advice but possible future precautions to deal with any potential spike in cases.

#### Possible scenario 1

The possibility that people with coughs, colds and high temperatures will be asked to self-isolate for seven days, even if no other coronavirus symptoms are present.

#### Possible scenario 2

The possibility that schools will be asked to close for a period of time to help contain the potential spread of the virus.

Both these scenarios will have implications for the school, and below I will detail what this means for our school community and what it might mean for parents and carers.

### Possible scenario 1 – NOT CURRENT SITUATION

The main challenge in this possible future scenario would be staff rather than student absence. We are asking staff to let us know, if possible, the night before if they are unable to come in due to coughs, colds or high temperature. In this scenario, we would hope to be able to maintain a normal school day but might have to reorganise learning to ensure students are adequately supervised when working.

Should kitchen staff absences affect our day-to-day running we would also notify parents.

All notifications would be made via Class Dojo, Twitter, the Norfolk school closures site, and our school website.

It is worth stressing again that this is **NOT** the current situation but an indication of our contingency plan should this scenario arise.

### Possible scenario 2 – NOT CURRENT SITUATION

The government may decide to close all schools for a period of time. The main challenge here would be ensuring the continuity of education during a time of closure. This is particularly a pressing challenge for our students with SATs coming up in the very near future.

In order to address this challenge staff and students will work through work that will be posted on Class Dojo daily. These will be fun and engaging activities that you will be able to work through with your children, focusing on Maths, English and Topic.

### Summary

As you can see we are thinking and planning deeply to try and respond to an incredibly dynamic and unpredictable situation as best we can. Currently, the focus is on hygiene and doing our best to carry on as normal. Should the situation change as suggested by the government we believe that we have robust plans in place to manage things effectively. No doubt circumstances may throw us a curve ball or two but we will endeavour to be agile enough to deal with it.

If you have any questions please contact Mrs Stroulger, Headteacher, or any of the senior management staff or Mrs Fitzpatrick (office manager).

Yours sincerely



Mrs Rachel Stroulger  
Headteacher