

12 March 2020

Dear Parent/Carer

Further to the recent bulletin we are writing to all parents/carers to provide you with the latest information regarding the developing situation surrounding the corona virus (Covid-19) and our contingency plans should they be necessary. The government are meeting today and indications are that they will announce plans to move from the 'containment' to 'delay' phase, which will undoubtedly have potential consequences for schools and the wider community.

### **Present Situation**

All staff and students have received guidance and information on how to prevent the spread of Coronavirus; including regularly washing your hands for at least 20 seconds with soap and warm water, to put used tissues in the bin straight away and wash your hands afterwards. We are ensuring a plentiful supply of soap in the toilets and our contract cleaners have increased the frequency of cleaning in high contact areas, such as handrails, door handles, tables etc. around schools.

In terms of general illness, there is currently no requirement for students to be kept off school with colds, 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.

### **Potential future developments**

The government is constantly reviewing the situation and recently have indicated two specific possible future scenarios. We stress these are **NOT** the current advice but possible future precautions to deal with any potential spike in cases.

#### **Scenario 1**

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

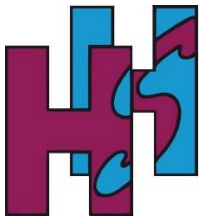
#### **Scenario 2**

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

Of course, both these scenarios have implications for the school, and below are the details as to how this would impact our school community and what it might mean for parents and carers.

#### **Scenario 1 – Partial School Closure**

The biggest challenge is likely to be staff absence rather than that of student absence. Therefore, we would ask staff to let us know, where possible the night before if they are unable to come in due to cold, coughs or high temperature. At this point, we would hope to maintain a normal school day but may have to reorganise learning where required to ensure students are adequately supervised. If staff absence was too high to maintain a normal working day, we will prioritise our GCSE / GCE examination groups. This would be in order of priority; Y11 & Y13, Y7, Y10, Y8 & Y9. Should kitchen or transport staff absences affect our day to day running we would also notify parents so that alternative arrangements might be made.



# Hellesdon High School & Sixth Form Centre

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187 Middletons Lane  
Norwich, Norfolk  
NR6 5SB

Principals: Mr Michael Earl and Mr Tom Rolfe

T: 01603 424711 F: 01603 487602  
principal@hellesdonhigh.norfolk.sch.uk  
www.hellesdon.net

All notifications would be made via text, email, @hellesdonhigh twitter, school website and the Norfolk school closures site. It is worth stressing again that this is **NOT** the current situation but an indication of our contingency plan should this scenario arise.

## Scenario 2 – Full School Closure

In extreme circumstances the government may decide to close all schools for a period of time. At which point the school will not be open at any point, even to gain access to student materials. We will revert back to our normal school closure processes, so please ensure that we have up to date contact details for you on our records. All notifications will be directed through text, email, school website, @hellesdonhigh Twitter and the Norfolk school closure website.

The main challenge will then be ensuring the continuity of education during a time of closure. This is particularly challenging for our students with upcoming exams.

In order to address this challenge staff and students will access work through Class Charts; our online learning portal. These can be accessed on a PC, laptop, tablet or mobile device and requires students to simply remember their login and password. Students have been instructed via tutors and their teachers to ensure that they are familiar with how to log in and access work.

In relation to examinations, staff will let students know what in particular to focus on and what resources to use. We cannot at this stage say what the potential impact will be on GCSE / GCE examinations themselves, but envisage a national contingency plan to deal with any potential disruption. We will of course follow all further advice.

It is our expectation that all classes will have work provided by their teachers through Class Charts at least the day before their normal timetabled lesson day.

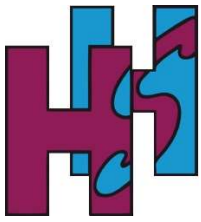
## In summary

We are trying to think ahead and plan for every eventuality whilst any decisions lie completely out of hands at present. Currently, the focus is on hygiene and doing our best to continue as normal. Should the situation change as suggested by the government we believe we have robust plans in place to manage this effectively.

If you have any questions please contact the Principals on [principal@hellesdonhigh.norfolk.sch.uk](mailto:principal@hellesdonhigh.norfolk.sch.uk).

Yours faithfully

M Earl & T Rolfe  
Principals



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