



Dear Parents and Carers,

As the situation regarding COVID-19 (Coronavirus) continues to develop both in the UK and abroad, we would like to take this opportunity to outline the procedures we are undertaking as a school to support the health and well-being of students and staff.

### **General School Procedures**

Following the half term break, we are asking all staff and students who have travelled to any of the broader geographical areas affected by COVID-19 not to attend school, or to return home if they are in school, should they develop any symptoms. This approach is in-line with current DfE guidance.

Once staff or students have received advice from the NHS, staff and students will be allowed to return to school only where the NHS have indicated it is appropriate.

Where staff or students who have visited the quarantined towns in northern Italy, Hubei Province, Iran or any other high-risk areas identified by the government, we will ask students and staff not to attend school and advise them to immediately self-isolate and seek further advice from the NHS.

Students who are off school due to illness or quarantine will be provided with appropriate school work and support from individual class teachers and the school pastoral team.

If a student has been off school as a precaution, we would ask that parents contact the school before the student returns.

### **Higher Risk Students**

For students who may be at higher risk should there be an outbreak at the school, we will be contacting parents individually to keep them updated more frequently. If you believe your child may be at higher risk in the event of an outbreak but we may not be aware of that, please contact the school to register for individual updates.

### **School Trips**

We are monitoring all school trips planned over the coming months and will make decisions on a case-by-case basis as to whether those trips can go ahead based on NHS and government advice.

### **Government Guidance**

The links below provide further information and advice on COVID-19:

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.gov.uk/government/publications/covid-19-specified-countries-and-areas/covid-19-specified-countries-and-areas-with-implications-for-returning-travellers-or-visitors-arriving-in-the-uk>

The Department for Education has now issued guidance for parents with school age children which is summarised in Appendix A:

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

Thank you for your continued support in this matter.

Yours Sincerely,

A handwritten signature in black ink, appearing to read 'E. Howard', written in a cursive style.

Emma Howard  
Head of School