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Date: 17th March 2020

Dear Parents,

Yesterday evening the Prime Minister gave the first daily Press Conferences regarding where we are as a nation with the Coronavirus. As you can imagine, we have been working hard behind the scenes this morning to work through all the new guidelines and to ensure that we apply them where we can to the running of a school, whilst still following the guidance that schools are to remain open at this time. I have needed to take national guidance and apply it to our school setting so that we can stay as safe and protected as everyone else. The guidance includes avoiding all unnecessary travel, avoiding social gatherings and avoid groups meetings of large numbers.

Working closely with the headship team, I have made a series of decisions as to how best run the school at this time to ensure that I keep my pupils, their families and my staff safe. Therefore, the following actions will be put into place:

- All after school clubs and activities will be cancelled until further notice, whether paid or not, from tomorrow. This includes Star Gazers. I appreciate that this is very short notice but these are exceptional times. This is so that we can reduce the number of people on site across the school day.
- At the moment, Breakfast Club will continue to run. While we can still receive regular food deliveries, breakfast will remain on the menu.
- Monty's Den will also continue to run while school remains open.
- We will not be running assemblies in school for the present time to reduce the occasions when we have large numbers of people together as much as possible.
- To reduce the number of people on site we are going to work to avoid any additional adults and visitors within the school building for the foreseeable future. From tomorrow, we are going to ask parents to remain outside of the school building and to remember to keep a 'social distance' while on the playground. Parents dropping off their children for breakfast club will need to do so from the playground and members of staff will accompany young children to hand them over to staff rather than parents walking them down. End of day contact with staff needs to be done by email rather than catching up on the door. Please do not 'pop into the office' but instead phone us. As a Headteacher who has worked so hard to establish an open door culture I know that you will appreciate how hard this is for me to write this.
- All visits, visitors and trips have been cancelled at this time, as well as after school events such as film nights.
- We continue to ask families to let us know if there is illness in the family (a high temperature and a new, persistent cough) and to self-isolate, following the new guidelines which is for 14 days if there are multiple people living in the house. We will send pupils home who are unwell.
- We will continue to promote hygiene routines with the children and to discuss their concerns around the virus. We have many resources that we can draw on.
- We are asking pupils who are self-isolating but well enough to do so to carry on with reading, spellings and tables practice.

At the moment we do have several members of staff who are self-isolating but we are managing to teach children in their normal classes and normal rooms. However, it may be that in coming days if staff numbers decrease we will need to create different groups of children and teach them in more creative ways.

While the above does not make for enjoyable reading I can assure you that the atmosphere in school remains as positive and fun as ever and we are making sure that our children are enjoying each day as they normally would do. I will continue to communicate with you at this time on a daily basis by letter.

If you have any concerns or questions at this time please email me via the office or give me a ring.

Yours sincerely

A handwritten signature in black ink, appearing to be 'S Hunter', written in a cursive style.

Mrs S Hunter
Headteacher