13 March 2020

Dear Parents

I am writing to share our planning in response to COVID-19 with you. You will be aware from the news that the Government are planning for a range of scenarios and yesterday escalated the response from ‘Containment’ to ‘Delay’. Included within these measures is the possibility of a temporary school closure. Whilst we all hope that this will not be the case, we are putting the following plans in place:

**Day to Day Safe Practice**

Twyford C of E School follows the advice provided by Public Health England here: <https://www.nhs.uk/conditions/coronavirus-covid-19/> and the Department for Education.

Following the announcement from the government yesterday, the current guidance is that if your child has a ***new*** persistent cough ***or*** high temperature they should not come into school for 7 days. We will contact parents of children who come to school with a persistent cough or fever and ask that you pick them up.

All staff and children are frequently reminded to wash their hands regularly (using soap and water); cover coughs or sneezes into a tissue and avoid touching their eyes, nose and mouth with unwashed hands. We have used DfE materials to remind children of good hygiene and to encourage regular handwashing.

Soap dispensers are refilled regularly to ensure that none of them have run out of soap. Where appropriate, teachers have spoken to children about the virus.

**Changes to the School Diary**

We are reviewing and risk assessing any planned activities on the school calendar that will involve a larger gathering of people or people from vulnerable groups. For example, we have cancelled our joint activities with Lime Tree Court Care Home at present, and will make decisions about events planned for later this term including the Reception and Nursery Mothers' Day celebration, parent’s evenings and the Easter Service.

**Parent Communication**

We will keep parents updated of any developments via email and the school website. We advise all parents to use these first hand sources of information rather than parent message groups.   I realise that this situation can be very unsettling so if you have any concerns or questions, please do not hesitate to contact us.

**Remote Learning**

If the school were to close, we will ensure we have provision in place to allow children to continue to learn at home. Whilst there is no substitute for being in a classroom with a teacher, we will set tasks electronically. Further details will follow if and when this becomes necessary.

**Staff Absence**

If high staff absence does become an issue, we will do everything we can to remain open. In severe cases, we may have to close if staffing falls below safe operational levels. This would always be a last resort. We would also explore other options such as partial openings for some year groups or merging classes.

**Well Being**

I am very aware that children and adults can become very worried about COVID-19. We will do all we can in school to reassure children and maintain a calm environment. It is important to follow official guidance: [www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public](http://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public) and if you are concerned contact the number below:

**DfE helpline**

Phone – 0800 046 8687

Email – [DfE.coronavirushelpline@education.gov.uk](mailto:DfE.coronavirushelpline@education.gov.uk)

We find ourselves in an unprecedented situation in which we have to make plans to ensure that all members of our community are safe. Please be reassured that we are doing everything in our power to maintain this safety, whilst providing the best possible learning opportunities for our children. Any decisions we make will be guided entirely by the DfE, the Government and Public Health England.

Yours sincerely



Judith Bloomfield

**Headteacher**