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Headteacher: Brett Stevenson

13<sup>th</sup> March 2020

Dear Parents,

I wanted to write to you to inform you of what we are doing with regards to working in school during the threat of COVID-19, and what we will do if we are instructed to close the school (**the school will remain open unless instructed to close**).

### **If you think your child is poorly**

Currently the official advice for all people to self isolate for 7 days if they show signs of fever or a persistent cough. Although I cannot enforce this, I will also ask you to be mindful that a brother or sister may also benefit from self isolating, as they too may have something we do not wish to be passed on.

### **If we think your child is poorly**

I have asked staff to contact parents immediately if we suspect a child is showing signs that they need to self isolate. You will then need to arrange to collect your child from school. It is likely that they will be placed in a safe room on their own until you arrive. Please bear in mind that although your child may not have been showing signs at home, things often develop at school, which is why we will expect your co-operation.

### **Hygiene**

We are actively encouraging children to wash their hands at key moments during the day. This includes before morning snack, before lunch, after lunch and before they go home. All teachers have been asked to reinforce daily not only the physical act of handwashing, but also to deliver some learning too – we are using the government 'ebug' resources.

I have also asked the people who clean our schools to concentrate on our 'touchable' surfaces. This does not mean our floors become dirty, it will mean that extra time is spent on places where the virus may remain.

### **If we are forced to close:**

- We will inform you by text and parent mail. Please make sure we have the correct contact details, if you have changed them recently
- We have set up a class email for each class and a work page on the website. Emails can be accessed through Office 365 login (just type login 365 in the search engine – I have attached a screenshot). The email addresses and passwords can be found at the end of this letter.
- From the second day we will set maths, English, reading and a topic subject. These will be mailed to the emails above and to the website. The first day of any closure will be used to set these up and prepare work. These will then be updated daily.
- Children will be sent home with books to write in. An answer sheet and mark scheme will be emailed if appropriate to the work. Children (or parents) can mark their own work where possible. As there is no opportunity to 'teach' each session children/parents will need to choose which parts of each activity they can access. We do not expect any work printed out but rather looked at on the screen and then answered in books.
- We are also looking at some online learning activities. If this is the case, we will ensure that this information is relayed to you.
- Wherever possible a member of staff from each school will be available each day from 9.00 until 12.00 to answer any calls. Please be advised this may not be your class teacher as many of our staff also have children who will not be in school so they will be forced to stay at home with them too.
- Staff will however, respond to emails sent to the temporary teacher email addresses (which is also included in the table below) between 9.00 and 3.15 to help as much as possible (responses may not be immediate but will be sent as soon as possible).

### **Pupil Learning**

It is vital that, if the school closes, pupils continue to work. Whilst there is no substitute for being in a classroom with a teacher and teaching assistants, we will set regular work electronically via the email system we have created. There are various online resources, which we will be making available, but you may have heard of them already. If we get notice of closure, then we will send pupils home with the books and materials we think they need.

You can help us by doing the following:

- Making sure your child has access to the school email account
- Making sure your child has somewhere quiet to work

### **Online Resources**

Two large online companies have made their products - Twinkl and Classroom Secrets free for the next month. Both websites have worked hard at providing a range of materials. They should complement whatever is organised via school

#### *Twinkl*

To set up - go to [www.twinkl.co.uk/offer](http://www.twinkl.co.uk/offer) and enter the code UKTWINKLHELPS

#### *Classroom Secrets*

Go to <https://classroomsecrets.co.uk/home-online-learning/>

From there, navigate to the Free Learning Packs

### **Staff Absence**

It is possible that the school may need to operate as normal but with a higher number of staff absent than usual. Please be aware that staff will have to follow advice from Public Health England about attending work if they have been in contact with cases of Coronavirus and may not be able to attend work for a short period even though they want to do so.

There is a likelihood that if your child's teacher is away from work, then your child will be taught by a teaching assistant.

### **School Visitors**

We will be asking non essential visitors to the school to keep their contact with us to a minimum. Any visitors to the school will be asked to wash their hands on arrival.

### **Further Information and Avoiding Anxiety**

The Government and the NHS have made lots of advice about Coronavirus (also called Covid-19) available on their websites. I recommend that you look to those sources of information for updates and news about the virus and avoid listening to rumour and second hand information from other sources.

Clearly this is a developing situation and, at the time of writing, the risk to health and the smooth running of the school is deemed low to moderate.

You know your own child best, but together we should:

- Do our best not to sensationalise or overdramatise the issue.
- Steer pupils away from some of the news coverage and social media channels.
- Stick to known facts rather than speculation.
- Avoid passing on our own concerns to our children/students.

There are a small number of students and staff with suppressed immune systems. They and their families will know best how to stay safe but we will support these groups as best as we can, taking into account advice from the NHS 111 service and government websites.

We all have our own levels for tolerating stress, anxiety and disruption and will react to situations like this in our own way. It is impossible for me to keep all parents/carers happy with any decision regarding school closure or other significant interventions. Our resources may be stretched for some time, so please try to avoid criticising or complaining, particularly on social media. Our staff will be doing their very best to protect you, your children and their education

## Email addresses

For children to receive work (also on website). Go to Office 365 Login via Google.

Class	Year	Email	Class email password
Slytherin	Reception	Slytherin_R@blakeney.gloucs.sch.uk	Slytherin@R
Slytherin	Year 1	Slytherin_1@blakeney.gloucs.sch.uk	Slytherin@1
Ravenclaw	Year 1	Ravenclaw_1@blakeney.gloucs.sch.uk	Ravenclaw@1
Ravenclaw	Year 2	Ravenclaw_2@blakeney.gloucs.sch.uk	Ravenclaw@2
Hufflepuff	Year 3	Hufflepuff_3@blakeney.gloucs.sch.uk	Hufflepuff@3
Hufflepuff	Year 4	Hufflepuff_4@blakeney.gloucs.sch.uk	Hufflepuff@4
Hufflepuff	Year 5	Hufflepuff_5@blakeney.gloucs.sch.uk	Hufflepuff@5
Gryffindor	Year 4	Gryffindor_4@blakeney.gloucs.sch.uk	Gryffindor@4
Gryffindor	Year 5	Gryffindor_5@blakeney.gloucs.sch.uk	Gryffindor@5
Gryffindor	Year 6	Gryffindor_6@blakeney.gloucs.sch.uk	Gryffindor@6

To email teachers - only in the case of school closure.

Teacher	Year	Email
Mrs Davis Slytherin	Reception Year 1	Mrsdavis@blakeney.gloucs.sch.uk
Miss Fisher Ravenclaw	Year 1 Year 2	Missfisher@blakeney.gloucs.sch.uk
Mrs Tomkins Hufflepuff	Year 3 Year 4 Year 5	Mrstomkins@blakeney.gloucs.sch.uk
Mrs Bees Gryffindor	Year 4 Year 5 Year 6	Mrsbees@blakeney.gloucs.sch.uk

If you would like to discuss this further, I am sure that your child's teacher will be able to clarify things in person. Alternatively, you can email me directly.

Thank you for your support.

Yours sincerely,

Brett Stevenson



Headteacher

# To access the email system

