

Dear Parent,

With the rapidly changing situation regarding coronavirus (COVID-19) we want to reassure you that over the last few days we have been making emergency plans should the school be forced to close, however, the latest government advice is 'not to close schools at this time'.

We appreciate that this is potentially a very worrying time but please be assured that we are following the latest advice from Public Health England and the Department for Education. Our aim is to maintain a good level of education provision for all our students should the school be forced to close.

At this stage we would ask that you go through the attached plan with your child and attempt to log on and follow the procedures as outlined in the attached 'Parent Guide'. All secondary students have been given individual Office 365 accounts which are accessible via the school website ('*useful links*'). The attachment has a step by step guide to access, complete and save set work.

I would also like to assure you that all staff and student toilets are stocked with hand wash and hot water is available to support hand hygiene. Unfortunately our level of hand sanitiser is low across the school as we are still waiting for orders which we've been informed will not be available until April. We are continuing to follow Public Health England advice and liaise closely with our cleaning contractors.

The latest Department for Education guidance states that '*staff, young people and children should stay at home if they are unwell with a new, continuous cough or a high temperature to avoid spreading infection to others. Otherwise they should attend education or work as normal. If staff, young people or children become unwell on site with a new, continuous cough or a high temperature, they should be sent home*'. If this is the case then please follow the guidance and 'do not leave your home for 7 days from when your symptoms started. Any student absence under these circumstances will of course be authorised by the Trust.

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-people-with-confirmed-or-possible-coronavirus-covid-19-infection>

I would like to thank you in advance for your support in this rapidly changing situation. We will continue to update you via email and the website as our main communication. We will also send information through our social media accounts.

Lines of communication should continue to go through parentenquiry@calderlearningtrust.com. In case of emergencies, please dial 01422 883213 and follow the instructions.