

# Court Fields School

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Acting Head of School: Mrs P Matthews

Executive Head: Mrs S Watson

6<sup>th</sup> March 2020

Dear Parents/Carers,

## **Information on Coronavirus (COVID-19) for Parents and Staff**

As the Government increases preparations for the ongoing outbreak of Coronavirus, we recognise that this may be a worrying time for students, families, parents, and staff.

You will all be aware of the information from Public Health England and the Department for Education (DfE) regarding the action plan to reduce the spread of the coronavirus in the UK. I would like to reassure you that there are currently no known cases of coronavirus at the school. The DfE advice, at the moment, is for schools to stay open, and even if schools have a confirmed case, closure of the school will usually be unnecessary. We are following Government advice carefully on a day-to-day basis, and I attach a poster/leaflet that I am sure you have seen but I hope will be useful seeking to reduce the risk of infection.

The most recent information from the Government, on which the information in this letter is based, can be found using the link here:

[www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public](http://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public)

**If any advice is issued by the Government which supersedes the current guidance, I will write to you with further information.**

### Reducing risk:

- It is important that you tell us if you, those living with you or your child have returned from China, South Korea, Cambodia, Hong Kong, Japan, Iran or Italy. This is so that we can ensure that we reduce any potential risk of infection.
- Follow the advice about handwashing and catching sneezes/coughs (Catch it, Bin it, Kill it)

### Advice for parents/carers:

- BBC advice for parents: [www.bbc.co.uk/news/uk-51734855](http://www.bbc.co.uk/news/uk-51734855)
- How to keep safe: [www.bbc.co.uk/news/health-51711227](http://www.bbc.co.uk/news/health-51711227)
- The Department for Education coronavirus helpline is available to answer questions about COVID-19 relating to education. Staff, parents and young people can contact this helpline as follows: Phone: 0800 046 8687, Email: [DfE.coronavirushelpline@education.gov.uk](mailto:DfE.coronavirushelpline@education.gov.uk)

### Contingency plan:

Just for your information, in the unlikely event of there being high number of staff taken ill, we will follow the same procedure as any critical incident (such as severe snow).

- We will endeavour to stay open if at all possible. We will prioritise the year groups as follows:
  - Year 11s are the priority of course as they have their GCSE examinations within the next couple of months



- Year 7s to enable parents to continue to go to work.
  - Year 8 to enable parents to continue to go to work
  - Year 10 as this is a GCSE year
  - Year 9.
- Staff who are not actually off ill but are unable to come in for other reasons (eg. They are self-isolating), will put work on ClassCharts and work will be expected to be submitted as per the children's usual timetables. For example, if your child has Maths at 11.30, work from his/her Maths teacher will be on ClassCharts and your child will be expected to complete the work set by the teacher at that time.

Further details will be sent to parents/carers if we need to put this contingency plan in place.

#### Additional Information:

##### Exams:

The DfE recognise that students, parents and schools will be concerned about the possible impact of coronavirus on the 2020 summer exam series and have issued the following guidance:

*Ofqual's advice at this time is to continue to prepare for exams and other assessments as normal. Ofqual continues to work closely with exam boards, other regulators and the Department for Education to plan for a range of scenarios, as the public would expect.*

##### Trips & Visits:

We currently have no overseas trips confirmed in 2020. Local and regional trips and visits will proceed as planned unless we are advised otherwise by Public Health England or by venues to be visited. This will be monitored on a day-to-day basis and take additional precautions, such as those regarding hygiene, as advised by Public Health England.

In order that we can prepare for any contingency, please ensure that you and your child can log into ClassCharts. Please contact us on the email [classcharts@courtfields.net](mailto:classcharts@courtfields.net) if you need your access code, or ask your child to see their Tutor. Please also ensure that your child knows how to access our systems online (such as Hegarty Maths, Google Mail etc).

If you do not have internet access or a computer, please let us know so that we can prioritise your child in the event of a partial closure, and take measures to ensure that your child can access their curriculum. If we do need to put in place any contingency plan, we will contact you via email with full details.

Like everyone else, I am hopeful that the school will not be affected but it is useful to be prepared, just in case. For now the key message for us all is good hand hygiene.

Yours sincerely,



Polly Matthews  
Acting Headteacher