MBE/DLE
12 March 2020

Dear Parents and Carers

I am writing to you about Coronavirus and the measures the school is taking to keep all students safe and plan for future events.

**Keeping students safe**

We continue to monitor the situation regularly and to follow the advice of Public Health England (PHE). We are encouraging all members of the school to help in slowing the spread of all germs, including Coronavirus, and protecting themselves by:

- carrying tissues and using them to catch coughs or sneezes;
- placing the tissue in the bin;
- to kill the germs, washing their hands with soap and water, or using a sanitiser gel.

PHE and the NHS are well-prepared to deal with Coronavirus and the priority is to safeguard local communities, which sometimes involves taking preventative measures to help reduce the risk of further cases.

Based on current evidence, Coronavirus (COVID-19) presents with flu-like symptoms including a fever, a cough, or difficulty breathing. The current evidence is that most cases appear to be mild. Anyone who is concerned about health symptoms is advised to follow the advice about what to do on the Government’s website (www.gov.uk/guidance/wuhan-novel-coronavirus-information-for-the-public) and nhs.uk. Similarly, if you are uncertain as to whether you should send your child to school, then please contact the NHS Helpline on 111, rather than telephoning the school itself. The NHS Helpline will be able to offer professional advice and guidance.

There are also links on our school website - www.brookvalegroby.com - The key point is that Public Health England advice is the most important factor, and this may change as the situation develops.

**Planning for extended school closure**

I have met with staff and briefed them on what Brookvale Groby Learning Campus will do in the event of extended school closure. We will ensure that all steps are taken to provide the best possible education for your child via the Google Classroom, which is accessed through the school website.

All students will be briefed via lessons or assemblies in the next few days, so that they are well prepared and know what they will be expected to do if the school closes. Key information will be shared with students as follows:

- If BGLC is forced to close for any reason, students are expected to log onto Google Classroom and access the materials that have been set by their teachers for that particular day.
- Teachers will set work by 9am each day.
- Teachers may set up a ‘Google Meet’. This allows them to speak directly to you during the normal lesson time. If a teacher has arranged a ‘Google Meet’ students will receive email notification.
• **A Google Meet** training video will be sent to all students along with information contained in this letter.

• Students are expected to read the instructions carefully and apply themselves fully, in order to complete all of the work that has been set.

• Students are advised that teachers may expect them to take their exercise books home.

• Students will be required to turn off their video during a ‘Google Meet’ unless the teacher requests it. All ‘Google Meet’ sessions will be recorded and logged for safeguarding purposes.

We may not have a lot of notice that the school will close so students may be asked to take their books home and bring them back into school on a daily basis.

We will continue to monitor the situation and keep in touch with you as it develops. Thank you for your support in protecting the health and wellbeing of all our students.

Yours sincerely

Mandy Bearne
Acting Headteacher