



28<sup>th</sup> February 2020

Dear Parent

## Coronavirus - Update

In light of the continuing Coronavirus situation, I wanted to give you a further update and to outline the protocols we are following.

Firstly, I'd like to emphasise that the advice from Public Health England (PHE) is that the threat remains low for individuals and that suspected cases which result in an individual being tested should be handled seriously but not cause undue alarm. As a school community, it is important that we work together calmly to manage this challenging situation and ensure our actions are proportionate. In particular, it would be helpful if speculation could be avoided and the privacy of all pupils, parents and staff in our school community be respected at all times.

We continue to follow all PHE, Department for Education and NHS guidance and our response protocols are outlined below. For those of you who wish to know more, the school is adhering to the advice provided on this government website:

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

We are also working closely with senior colleagues in Cognita who are drawing on the experience of our sister schools in Asia which have been responding to this challenge successfully for several weeks, maintaining close to normal school operations in affected regions. Cognita's senior executive has formed a Response Team which meets daily to review the latest developments, government advice and useful practice from other parts of the world in order to guide our actions in the UK.

Across the school, we are promoting the precautions we should all take with regard to hand washing, tissue use and covering the mouth when coughing and sneezing. We have already reviewed our routine cleaning procedures and the products we use. Where necessary, we have made changes to ensure that there is an appropriately increased level of cleaning, particularly in high traffic areas. We are monitoring our hygiene facilities regularly to ensure that personal cleansing products are well stocked and maintained. We are grateful for parental support in reinforcing the importance of hand washing and tissue use as a high standard of personal hygiene is the best defence against the spread of infections like Coronavirus.

**Suspected Cases.** As per Government advice, any pupil or staff member with potentially relevant symptoms (cough, fever, difficulty breathing) should self-isolate at home and contact the NHS on 111. They will be tested and we will follow PHE guidance regarding cleaning. In line with their advice, no further action would be taken until laboratory tests are confirmed.

**Confirmed Cases.** If we do have a confirmed case within our school community, we will work closely with PHE and inform parents immediately. Again, as per Government advice, PHE will visit the school, make a risk



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assessment and advise on specific measures to be taken, including the possible closure of the school. These are likely to include deep cleaning and a contact assessment based on which PHE will follow up directly with any individuals in need of specific advice.

Where a pupil is required to stay at home, the school will provide an age appropriate timetabled programme of work and learning materials online to ensure your child is able to keep pace with the rest of their class during their absence from school.

We appreciate that these measures may be inconvenient to affected families but trust you understand that the health and safety of our pupils and the broader school community are paramount. In the unlikely but possible event of a school closure, we have contingency plans to provide remote teaching and learning with the objective of replicating the structure of the school day while pupils are at home. We would use Firefly for this, enabling two-way communication between teachers and pupils.

I hope that this gives you the reassurance that we are doing everything possible to maintain a normal teaching and learning environment for our pupils, whilst carefully monitoring and managing the situation as it develops.

Thank you for helping us take all the appropriate precautions at this time. If you have any questions, please do not hesitate to contact [helen.clarke@cognita.com](mailto:helen.clarke@cognita.com) and please be assured that we will keep you updated.

Yours sincerely

David Young  
**Headteacher**