

# Shaw Wood Academy

INSPIRE-DISCOVER-CHALLENGE

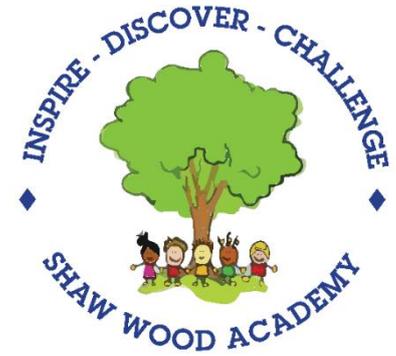
## Executive Headteacher: Mrs J Campbell

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13 March 2020

Dear Parent/Carer

## Coronavirus – EMERGENCY PLANNING

Following the latest government press conference yesterday evening I am writing to you all to explain Shaw Wood's current position in relation to the virus. We want to take a sensible approach whilst taking all precautions available to us and without causing panic.

Measures taken to date include:

- Guidance and reminders for all children on effective handwashing and the frequency of handwashing
- Updated planning and guidance for our excellent cleaning team so that enhanced hygiene measures are in place for our most regularly used surfaces and sanitary areas
- The suspension of the use of the sign-in screen for all visitors and parents
- A supply of hand-sanitiser at school reception for visitors
- The purchase of sanitiser wipes for cleaning keyboards and regularly used IT equipment

From today and until further notice school visits will be postponed and, should any future planned visits not be able to go ahead, parents will receive a full refund of any voluntary contributions they may have made. It may also be necessary to postpone the Cake Bake sale later this month – a decision will be taken on this nearer to the time.

Advice from Public Health England and the Department for Education at the present time advises that:

- To prevent the spread of the virus all members of the community are asked to wash their hands:
  - before leaving home
  - on arrival at school
  - after using the toilet
  - after breaks and sporting activities
  - before food preparation
  - before eating any food, including snacks
  - before leaving school
  - use an alcohol-based hand sanitiser that contains at least 60% alcohol if soap and water are not available
- Any child or adult that that has symptoms of infection which are:
  - A high temperature
  - A new and persistent cough

should stay at home and not leave the house for 7 days from when the symptom started. Guidance on the following website should then be followed as far as possible:

<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#while-you-are-staying-at-home-make-sure-you-do-the-following-things>

- There is no necessity for children or adults not demonstrating symptoms to stay away from school
- Schools should not close but, if a case of the virus is confirmed within a school community, the headteacher and governors will immediately take advice from Public Health England and put appropriate measures in place.

**We ask that parents follow this advice at the present time. Should a child begin to show symptoms in school parents will be informed immediately and asked to collect their child. It is extremely important therefore that we have up to date contact details for all families.**

We will continue to monitor the situation and, should it be necessary to close the school in the future, parents will be informed of the details immediately by text, via the website and our social media feeds. These communication channels will also be used to update families with any future guidance. I ask therefore that parents check our school website, Facebook page and twitter feed regularly.

I would like to reassure all parents and carers that we will do everything possible to protect your children and our staff during this difficult time. I know that we can rely on everyone to follow hygiene and isolation advice and together we will manage this very difficult and unprecedented situation.

Thank you for your cooperation.

Jo Campbell  
Executive Headteacher