Coronavirus update and school plan

Our ref: LQ/DMR

**23rd March Update**

Dear Parent/Carer,

As you are probably aware, the government’s guidance on the coronavirus has changed from the ‘contain’ phase to one of delaying the spread of the virus. We’re getting in touch to let you know what we are doing in light of this, and what we expect from all of you, to help make sure our school community keeps safe and calm.

We would like to reassure you that at High Well we are taking all of the necessary steps to protect our school community and are continuing to follow official guidance from the government and Wakefield local authority.

**What is the current situation?**

* The **school remains** **open** **only for those children who absolutely need to attend and with the minimum number of staff required to supervise the pupils safely.**
* If you, your child or anyone you live with has the following symptoms you must follow [guidance to stay at home](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) and self-isolate for 14 days:
	+ A new, continuous cough and/or
	+ A high temperature
* If your child is unwell or is self-isolating, report this as you would normally by contacting the school office
* We will keep you up to date with any changes to the current situation

**What we are doing to protect and support pupils and staff who absolutely need to attend.**

* Additional cleaning is taking place, including deep cleans
* Anyone entering the dining hall must wash their hands and clean their hands with sanitizing gel
* Pupils are washing hands regularly in classrooms and receiving education on the importance of hygiene
* There is an identified isolation area in the school in case anyone shows symptoms whilst at High Well
* If a pupil does report a new continuous cough or high temperature we will contact home immediately to make arrangements for pupils to return home to self-isolate
* **Staff briefings and all meetings have been suspended. Following government guidance, everyone is being kept 2 metres apart at all times. Pupils are being supervised by the minimum number of staff possible at all times and lunchtimes have been organized to ensure minimal contact takes place.**

**What we need you to do**

* If you’ve recently changed your contact details, please inform the school office **as soon as possible** via 01924 572100
* Talk to your children about the coronavirus. It’s a scary time and we should make sure children feel supported. [BBC Newsround](https://www.bbc.co.uk/newsround#more-stories-2) has regular updates for younger children and [YoungMinds](https://youngminds.org.uk/blog/what-to-do-if-you-re-anxious-about-coronavirus/) has practical steps older children can take to help with anxiety
* Come and collect your child straight away, if we ask you to (we will contact you if they become ill with either a temperature or a new, continuous cough)

**What happens if the school has to close?**

* We will only close if we are either officially advised to do so or we do not have appropriate staffing levels to run the school
* In either case, we will update the website and send a SMS to all parents
* Work has been prepared for all pupils and you will receive a pack. Within the pack you will find paper copies of maths, English and science work as well as information on how to access online learning platforms
* If you have any queries or difficulties logging on to any of the online services please email homework@highwell.org.uk and we will reply with a solution as soon as possible

Please keep in mind that we are only sending out this information to help the school community prepare. There are currently no plans to close.

**If you have any questions**

Please consult the:

* School office, if you have any questions about our response to this issue
* [NHS](https://www.nhs.uk/conditions/coronavirus-covid-19/), if you want to know more about the symptoms of coronavirus. If you think you or your child may have the symptoms, use [NHS 111 online](https://111.nhs.uk/covid-19) if at all possible before calling 111
* Department for Education’s coronavirus helpline: 0800 046 8687, if you have any questions about the government’s response to coronavirus in relation to schools
* Government’s [travel advice](https://www.gov.uk/guidance/travel-advice-novel-coronavirus), if you want to know whether any upcoming trip or holiday you’re taking abroad should go ahead

It is a tricky time and we know you are worried about the impact this might have on our school and wider community. It is important we keep each other safe and talk about these events to help with any anxiety.

Thank you for your continued support.

Yours faithfully,

Miss L Quinn

**Headteacher**