



16<sup>th</sup> March 2020

Goldwyn School

Dear Parents/Carers

I am sure you have been following the news regarding Coronavirus (COVID-19) and the implications it could have for those with underlying medical issues. I need to emphasise that, as far as we are aware, we have had no confirmed or suspected cases within the school community and that we will, of course, follow all guidance issued by Public Health England and the local authority.

I would like to reassure you that, at Goldwyn, we are taking all of the necessary steps to protect our community and would like to let you know what we expect from all of you to help make sure the school community remains safe and calm.

### **What's the current situation?**

The school remains open; this is the current official government guidance we have been given

All school functions continue to run as normal, with the exception of ad-hoc external trips and visits.

Students should attend school, unless they feel unwell; if your child has any of the following symptoms they should remain at home and self isolate for 7 days:

- a new, continuous cough and/or
- a temperature

If your child is unwell, please follow the normal absence procedure.

### **What we are doing to protect and support students and staff**

If a student is feeling ill on the school premises, we will call parents.

The school will continue to be cleaned daily.

We will ask all students and staff to use hand sanitiser, or wash their hands when they arrive at school and before they eat.

All other non-essential meetings will be cancelled; If this involves you we will inform you individually.

All ad-hoc offsite trips visits will be cancelled.



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We are working closely with our external providers to manage the risk to our students who are educated in different settings and will keep you updated regarding any changes to this.

The school has already taken the precaution of cancelling all large meetings and training, currently scheduled at Goldwyn, until Easter.

### **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 enough staff to safely operate the school/centre.

In the event of a school or partial closure due to staff shortages, we will follow the usual procedure that we adopt for snow closure: make contact with you and place an alert on the school website.

We will also contact you regarding the setting of work for students.

Please ensure the school has your correct contact details (mobile phone and email)

### **If you have any questions**

Please contact:

the School office, if you have any questions about our response to this issue and your call will be directed to the appropriate member of staff.

the NHS, 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 if at all possible before calling 111

the 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.

I would like to assure you that we are maintaining a calm and measured approach to the situation and will keep you informed if the advice we are given changes.

Yours sincerely



Charlotte Lewis  
Principal, Goldwyn School