

Court Fields School

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Ref: Update Letter to Parents re CV 170320 V1

17th March 2020

Dear Parents/Carers,

Update on Coronavirus (COVID-19) for Parents and Staff

Further to my letter of the 12th March please see below for our most up to date guidance regarding the coronavirus outbreak and our response. We recognise that this may be a worrying time for students, families, parents, and staff, and thank you for your support as we work through what is a developing situation.

You will all be aware of the information from Public Health England and the Department for Education (DfE) regarding the action plan to reduce the spread of the coronavirus in the UK. I would like to reassure you that there are currently no known cases of coronavirus at the school. The DfE advice, at the moment, is for schools to stay open, and even if schools have a confirmed case, closure of the school will usually be unnecessary. We are following Government advice carefully on a day-to-day basis, and please be assured that we will keep in regular contact with you over the coming days and weeks.

The most recent information from the Government, on which the information in this letter is based, can be found using the link here:

www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public

There is also advice on self-isolation and whole household self-isolation here:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

If any advice is issued by the Government which supersedes the current guidance, I will write to you with further information.

Reducing risk:

- It is important that you tell us if you, those living with you or your child have returned from China, South Korea, Cambodia, Hong Kong, Japan, Iran or Italy. This is so that we can ensure that we reduce any potential risk of infection.
- Staff and children should stay at home if they are unwell with a new, continuous cough or a high temperature to avoid spreading infection to others. Otherwise, they should attend school as normal.
- If children become unwell on site with a new, continuous cough or a high temperature they will be sent home. Parents/carers will be contact to collect them as a priority.
- If you live with others and you or one of them have symptoms of coronavirus, then all household members must stay at home and not leave the house for **14 days**. The 14-day period starts from the day when the first person in the house became ill.

- It is likely that people living within a household will infect each other or be infected already. Staying at home for 14 days will greatly reduce the overall amount of infection the household could pass on to others in the community.
- For anyone in the household who starts displaying symptoms, they need to stay at home for 7 days from when the symptoms appeared, regardless of what day they are on in the original 14 day isolation period.
- Follow the advice about handwashing and catching sneezes/coughs (Catch it, Bin it, Kill it)

Students self-isolating at home

- Work will be set for students via ClassCharts for them to complete whilst self-isolating.
- If you or your child have issues accessing ClassCharts or work is not visible please contact us using the email: classcharts@courtfields.net
- If you require any additional resources, please see the attached information sheet for parents. This details an extensive range of activities, which will support their subjects in school and wider learning.
- Student who are self-isolating are being coded separately for attendance purposes in line with DfE guidance to schools.

First Aid re-location until further notice:

To enable effective support for students and to prevent the risk of infection First-Aid Triage will take place in the old Student Services room.

- Students displaying symptoms (high temperature/a new continuous cough) will go to the adjoining First Aid room to await collection.
- Students presenting with other emergency First Aid issues will remain in Student Services, be redirected to the Hub, or sent back to lessons as appropriate.
- Please remind your children that we do not have the capacity to deal with non-critical issues or non-emergency First Aid during lesson times (or at the end of break or lunch). If you feel that your child cannot make it through the day please consider whether they should attend school.
- Please note that we have very limited stocks of paracetamol in school. If your child needs to take paracetamol, please give this to them before school, and send them in with tablets that they should hand in at Reception for safekeeping.

School Events, Trips, Visits, Fixtures and Clubs:

- All school events, trips, visits and fixtures have been cancelled or postponed as appropriate until further notice.
- This also includes the Oliver! Production that has been postponed until the week commencing 18th May 2020 in the first instance. We will review this at a later date and reschedule should we need to.
- There will be no after school clubs apart from Opportunities Club (Mon-Thurs 3.15-5pm in the Learning Resource Centre).
- Lunchtime Clubs will continue as normal and students should be encouraged to attend so that they are involved and engaged at social times.
- We are reviewing the support for Year 11 Parents in lieu of the scheduled Year 11 Parents' Evening, and will update Year 11 parents directly at the end of this week.

Advice for parents/carers:

Please do not contact the school to ask for advice re coronavirus as we, like you, are following the advice from the Government and Public Health. Please regularly check school communications for updates. The school will regularly update parents via our website, email, text and school social media accounts. Information from other sources may be incorrect and cause unnecessary worry.

- BBC advice for parents: www.bbc.co.uk/news/uk-51734855
- How to keep safe: www.bbc.co.uk/news/health-51711227
- The Department for Education coronavirus helpline is available to answer questions about COVID-19 relating to education. Staff, parents and young people can contact this helpline as follows: Phone: 0800 046 8687, Email: DfE.coronavirushelpline@education.gov.uk

Contingency plan:

In the event of there being high number of staff taken ill or having to self-isolate, or at the direction of the DfE/Public Health, we will follow the same procedure as any critical incident (such as severe snow).

With the wellbeing of students in mind, and mindful of the impact on parents of school closure, we will endeavour to stay open if at all possible. We will prioritise the year groups within any partial closure follows:

- Year 11s are the priority of course as they have GCSE examinations within the next couple of months
- Year 7s to enable parents to continue to go to work.
- Year 8 to enable parents to continue to go to work
- Year 10 as this is a GCSE year
- Year 9.

Staff will put work on ClassCharts and work will be expected to be submitted as per the children's usual timetables. For example, if your child has Maths at 11.30, work from his/her Maths teacher will be on ClassCharts and your child will be expected to complete the work set by the teacher at that time.

Further details will be sent to parents/carers if we need to put this contingency plan in place.

Exams:

The DfE recognise that students, parents and schools will be concerned about the possible impact of coronavirus on the 2020 summer exam series and have issued the following guidance:

Ofqual's advice at this time is to continue to prepare for exams and other assessments as normal. Ofqual continues to work closely with exam boards, other regulators and the Department for Education to plan for a range of scenarios, as the public would expect.

In order that we can prepare for any contingency, please ensure that you and your child can log into ClassCharts. Please contact us on the email classcharts@courtfields.net if you need your access code, or ask your child to see their Tutor. Please also ensure that your child knows how to access our systems online (such as Hegarty Maths, Google Mail etc).

If you do not have internet access or a computer, please let us know so that we can prioritise your child in the event of a partial closure, and take measures to ensure that your child can access their curriculum. If we do need to put in place any contingency plan, we will contact you via email with full details.

For now the key message for us all is good hand hygiene and following the wider advice from the Government. Thank you once again for your continued support. I wish you and your families well during this difficult time.

Yours sincerely,



Polly Matthews
Acting Headteacher