

# ENFIELD GRAMMAR SCHOOL

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Headteacher: Mr C Lamb B.A. Hons

**An Academy Trust**  
(Company No. 07697044)

16 March 2020

Dear Parents/Carers

At Enfield Grammar School, we are continuing to monitor the impact of Coronavirus and are following the advice from the Government and the Department for Education.

On 12 March 2020, the Government announced a move into the 'delay' phase of its plan to tackle Coronavirus. We would like to reassure you that we are taking all of the necessary steps to protect our community as far as possible.

The School remains open in line with Government guidance issued today, and we have already introduced some measures to help minimise the risk of infection by:

- Allowing students to bring hand sanitiser to school and use it.
- Increased cleaning focussing on toilets and eating areas in addition to door handles, doorplates and bannisters.
- Displaying Public Health notices around the School.
- Reminding students about minimising the spread of the virus through regular hand washing and "catch it, bin it, kill it" advice with regard to coughing and sneezing.

The following decisions have also been made:

1. All overseas school trips taking place up to and including May half term have been cancelled.
2. UK school trips scheduled before/during the Easter holidays have been cancelled unless essential for examination work.
3. Large-scale school events will be cancelled/postponed – this includes music concerts and inter-school sports fixtures.
4. Staff, Parents/Carers and students who are travelling abroad during the Easter holidays are asked to let the School know so that we can assess any increased risk to the School.
5. School trips taking place after May half term are under review.

Please note that you will be contacted separately if your son is due to attend a school trip/event by the event organiser in line with the guidance above.

Where your son or anyone in your household has any of the following symptoms, they should remain at home and self-isolate for 14 days:

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

Please follow the usual procedure for reporting any absence and, if your son and/or anyone in your household has either of the above symptoms, please ensure that you inform the School.



As already mentioned, there are currently no plans to close the School. However, please be assured that contingency plans are currently being put in place should the need for partial or full closure arise.

### **Partial closure due to staff absence**

In the event of partial or full school closure, all communication with parents will be through email, our School Gateway app and the school website.

It is possible that it may become difficult to run the School; if for example, we do not have enough staff onsite due to absence through illness or dependency. In these circumstances:

- The School will remain open for as many year groups as possible, particularly years 11 and 13 as they have planned public examinations in May/June.
- Should the need arise for the School to partially close for more than one day, we will rotate which year group(s) will be instructed to stay at home.
- We will endeavour to notify Parents/Carers of the risk of partial/full closure the day before at approximately 4pm. At the latest, you will be notified by email before 7:45am on the day of closure. These communications will clearly state which year groups are affected.

### **Full closure of Enfield Grammar School**

If the Government closes all schools or if Public Health England advises Enfield Grammar School to close, we will inform all parents/carers by email and an update will be posted on the website. It is not yet known whether staff will be able to attend school in this instance, but our staff will be working hard to ensure that the impact of the closure on our students' learning is kept to a minimum.

In order to set and monitor work for students, we will be using the school's Google domain, the 'G-Suite' as the primary means of setting and monitoring work. This includes Gmail, Google Drive, Google classroom and access to online resources. By using these platforms, teachers will be able to log on regularly and set work for their classes and share resources. Students will be able to ask questions and work can be electronically submitted.

Students are familiar with these platforms but will need access to the internet and a computer/laptop. If this is likely to be a problem in the event of a school closure, please email Mrs Lucy Culora, School Business Manager, on [lculora@enfieldgrammar.org](mailto:lculora@enfieldgrammar.org)

For further information about Coronavirus, please consult:

- [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.
- 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](#), if you want to know whether any upcoming trip or holiday you're taking abroad should go ahead.

Thank you for your continued support.

Yours sincerely



C Lamb  
**Headteacher**