



**Sutton in Craven C.E (V.C) Primary School**  
**Headteacher: Mrs O Gibbons**

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Dear Parents/Carers,

Following a Senior Leadership Meeting held this afternoon alongside the Chair of Governors and the advice from the Local Authority, I am writing with an update regarding the Coronavirus situation and our current response and actions at our school.

The Chief Medical Officer has provided advice around self-isolation and Public Health England have updated their web pages so we would encourage you to review the updated information online:

<https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>

You must self-isolate at home for **SEVEN** days if you have a recent onset of:

- High temperature/fever
- A new continuous cough

If staff or pupils have these symptoms then they should now take steps to stay at home and not leave their house for **SEVEN** days from when their symptoms started. This will help protect others in the community while they are infectious. Anyone displaying symptoms should not go to a GP surgery, pharmacy or hospital.

Following a meeting with other local head teachers and Local Authority adviser this morning we would also ask that you work in partnership with us and ensure that if anyone in the household is displaying any of the above symptoms then the children within the household also self-isolate for **SEVEN** days.

**Please report absence to school in the normal way by calling the school office early in the morning.**

If you keep your child at home you do not need to contact NHS 111 to tell them they are staying at home and Public Health England will not be testing people who are self-isolating with mild symptoms. If your child's symptoms worsen during home isolation or are no better after seven days, please contact NHS 111 online at 111.nhs.uk. If your child is in school and it becomes evident that they have a continuous cough and/or high temperature, we will contact you immediately and ask for your child/children to be collected. We will do this not only for the health and wellbeing of your children/children but also for the health and wellbeing of the school community.

You can view the guidance around self-isolation online:

<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>

If you have any concerns you can call the DfE helpline number on: 0800 046 8687 or email [DfE.coronavirushelpline@education.gov.uk](mailto:DfE.coronavirushelpline@education.gov.uk) between 8am and 6pm (Monday – Friday)



It is **VERY** important that you update Mrs Hayton or Mrs Chacksfield if you have changed your email address or telephone number recently. Please also keep physical contact with school to a minimum, phone calls and emails are better.

As we have been asked to avoid social contact with others we are now asking that you limit the amount of time on the playground. Therefore, we will be introducing a 'soft start' to the day whereby as soon as children arrive to school at 8.45am the doors will be open for them and so there will no longer be the waiting around for the bell to go and lining up to happen. The children will just come straight in which means parents/carers can head off school site immediately once their child/children are dropped off and in the building. There will be a staff member on the gate as normal but there will also be staff waiting on the corridors to ensure children are entering school in a safe manner. Staff will then be ensuring that hand washing and learning can begin immediately.

We appreciate this is a change to the usual morning routine and know that you will support us with this under the current circumstances. Please talk to your child/children about the new routine and their role in coming into school in a calm manner ready for learning.

As a school we have prepared an action plan which we are working through, changing with the latest advice that we are given by the Public Health Organisation and our Local Authority. The following measures are now being put into place as of Tuesday 17<sup>th</sup> March 2020:

- Parents and carers are asked to supervise children in washing their hands effectively before they arrive at school and when they get home from school. The children have all had hand washing lessons. Please reinforce the importance of cleaning fronts and backs of hands, nails, wrists, thumbs and washing for at least 20 seconds, the time it takes to sing Happy Birthday twice.
- Children will be required to wash their hands when coming into school in the morning, after play and lunchtime and before going home. There is further additional hand washing which will take place throughout the school day.
- Any events which involve parents/carers coming into school will be cancelled. This will remain in place until at least Easter and will be reviewed for the summer term. This includes:
  - Early Reading and Phonics workshop
  - Easter Service at Church
- Parents/carers are asked to communicate with class teachers via email (to the school office) should they need to discuss anything. This is to enable staff to get children in and out of school as quickly as possible in the morning and at the end of the day.
- Parents/carers are asked to update the school office with any relevant health problems children may have which school may be unaware of via phone or email.
- Parents/carers are asked to ensure that all required medication is in school for children with health problems requiring treatment, particularly inhalers.
- Parents and carers are asked to spend as little time as possible on the playground at pick up and drop off times. We will endeavour to ensure that the children are returned promptly to you at the end of the school day.
- All educational visits/trips that were due to take place before Easter will be cancelled, those taking place after Easter will be reviewed at a later stage.
- EYFS and Key Stage One will eat lunch separately to Key Stage Two. There will still be contact between the two key stages due to the size of the school building, the small playground and the shared toilet facilities. We will do all we can to limit unnecessary contact between children.
- Collective Worship or Assemblies will not take place as a whole school until at least after Easter. Instead children will remain in classes for Collective Worship and Assembly time.
- Any non-essential visitors into school have been cancelled or postponed until the summer term at least. This will be reviewed prior to the summer term. This includes: accordion and guitar lessons and our after school sports club, Tuesday and Thursday evenings.



- Swimming – there will be no more swimming up until Easter. We will review this situation as we receive more information over the coming days and weeks.
- Parents/carers to communicate with the school office by phone or email and refrain from coming into the school building.

School will maintain all essential services between official school hours of 9.00am – 3.30pm, however Bobbins will remain open as it is part of ‘essential school services’ We will now respectfully ask that you ring Bobbins number and a staff member will come and collect them from the front door. The same will happen in the evening, staff will bring your child/children to you. There will be a note on the door to support you with this.

### **Will the school close and for how long?**

We will only close the school if advised by Public Health England that we should do so or if the government announces blanket closures. However insufficient staffing levels due to illness may also necessitate closure. This may happen at short notice but we will endeavour to contact you as quickly as possible.

### **Will my child’s attendance mark be affected if they are absent whilst the school is still open?**

Advice from National Association of Head teachers Union (NAHT) and the Local Authority is as follows: in cases of confirmed Coronavirus exposure and self-isolate school should use “Y” codes where pupils are not ill but are self-isolating- this means that neither the pupil’s or school’s attendance figures will be affected.

We know that lots of families rely on Grandparents or elderly relatives to drop off and collect children. We will do everything we can to accommodate increased numbers at after/before school club if required. If there are financial implications with regards to the use of club please let us know via the office email address or by ringing Mrs Hayton or Mrs Chacksfield. We also realise that a potential school closure could have financial implications for some families. Anyone who feels they may need support with meeting their children's basic needs in the event of a closure, please do let us know. As a school community we are here to support each other.

We are currently working hard to ensure that we are prepared in the event of a school closure. Teachers are preparing resources and home learning methods to enable us to continue to provide some level of education if we are required to close. We will ensure that these are shared in an appropriate manner.

We are taking these measures to do all we can to delay the spread of the virus and would ask for you to fully support us at this time. As a staff team we are doing all we can to stay well and healthy and keep school running as normally as possible for the sake of the children and our school community.

We are mindful that some of the changes being made in school may cause some children to be concerned or anxious. Teachers will be addressing this through PSHE lessons. Please do email the office if you have any specific concerns.

I am confident that Sutton CE School community will do everything possible to support and take care of each other during these unprecedented times.

With very best wishes,

*Orla Gibbons*

Mrs. Orla Gibbons  
Head teacher

