



Headteacher  
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# Sandhurst School

the opportunity to succeed

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12<sup>th</sup> March 2020

Dear Parents/Carers

## **COVID-19 Planning and Update**

I am aware that there is much information in the media and that there is concern over the plans for schools. I am not able to predict what will happen next but do expect some decisions to be made at government level. I am writing to share Sandhurst School's current safety practice and contingency planning should there be an escalation in the national response to COVID-19.

COVID-19 is a type of virus. As a group, coronaviruses are common across the world. COVID-19 is a new strain of coronavirus first identified in Wuhan City, China in January 2020. It is understood that the incubation period of COVID-19 is between 2 to 14 days. The symptoms of coronavirus are:

- a cough
- a high temperature
- shortness of breath

These symptoms do not necessarily mean an individual has COVID-19 as they are similar to other illnesses that are much more common, such as cold and flu. Our advice is that if you are worried about your symptoms or those of your son or daughter; please call NHS 111 for advice and guidance.

Sandhurst School follows the advice provided [here](#), by Public Health England and the Department of Education.

## **Current School Safety Practice**

All staff and students are frequently reminded to wash their hands regularly (using soap and water or alcohol sanitiser); cover coughs or sneezes with a tissue; avoid touching their eyes, nose and mouth with unwashed hands. We have used DfE materials here to remind students of good hygiene and encouraged hand washing:

1. before leaving home
2. on arrival at school
3. after using the toilet
4. after sporting activities
5. before eating any food, including snacks

Soap dispensers are checked and refilled regularly and monitored during the day to ensure that there is a plentiful supply. Toilets are cleaned and checked after break and lunchtime use as well as after school. A written record of checks is maintained by our School Business Manager. During appropriate lessons, teachers are taking the opportunity to educate children about the viruses and the prevention of their spread. All cleaning protocols are carried out under the advice of Public Health England. Hand sanitisers are available at the front of the dining queue and their use is supervised by staff.

Staff and families are aware to follow Public Health England advice regarding school attendance should there be suspected contact with anyone carrying the virus or returning from countries of concern.

The school has a protocol that would be used if it were to be the case that a student, member of staff or visitor to the school site displays symptoms whilst at school.

## **Contingency Plans**

Current advice does not advocate that there is a need to self-isolate or close the school unless under very specific conditions or directed to do so by NHS England. However, you will be aware from the news that the Government are planning for a range of future scenarios, one of which includes the possibility of a temporary school closure. Whilst I sincerely hope this will not be the case, we have the following plans in place.



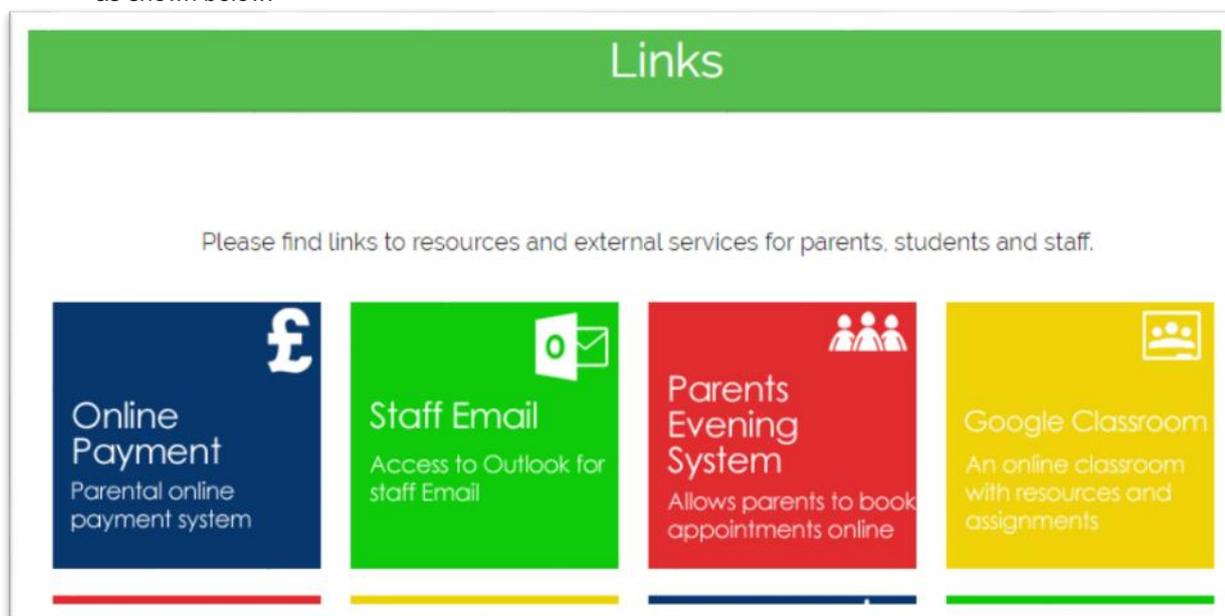
## Communication

We have remote access to schoolcomms and our school database SIMS, and will email or text parents and carers to keep you updated. This and our website will provide up to date information.

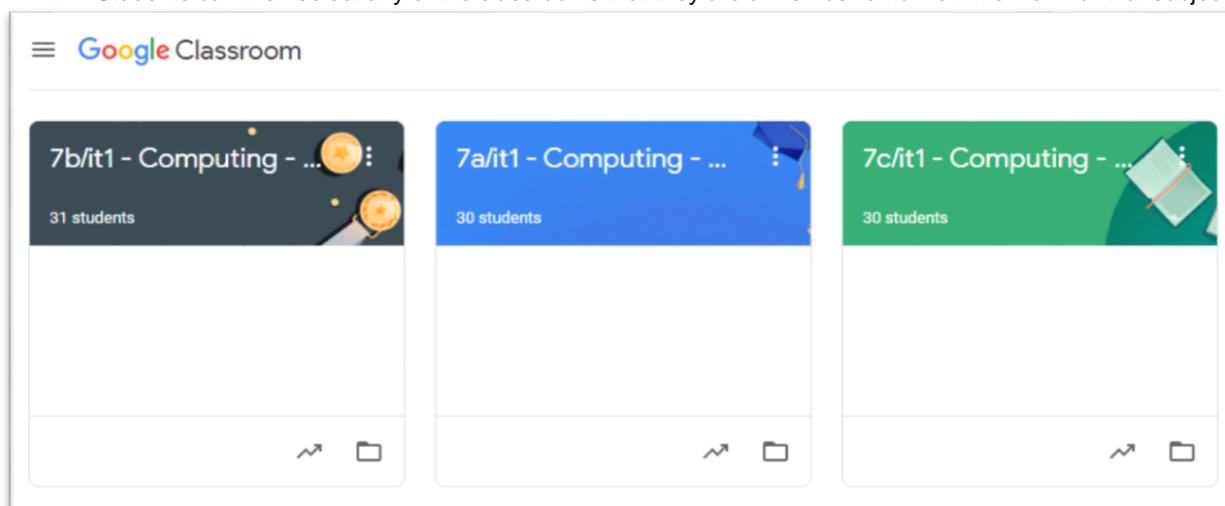
## Student Learning

Given this critical time of the school year especially in respect to examination classes, if the school were to close, we have plans to allow students to continue to learn at home. We will set work electronically through Google Classroom. Using Google Classroom allows teachers to set class-specific work. Students can access Google Classroom via any desktop, laptop or mobile device. We will refresh student information regarding access to their e-mail accounts and any online classrooms.

1. Students may access Google Classroom through the Google Classroom app, Google.com or the school website as shown below:



2. Students can then select any of the classrooms that they are a member of to view the work for that subject:



## Educational Trips and Visits

As a school, we will follow all Foreign Office (FCO) and DfE advice. This will ensure that insurances are valid and refunds are payable when necessary. Current guidance advises that foreign travel should go ahead as planned if it is not to a Category one or two country, please see <https://www.gov.uk/guidance/travel-advice-novel-coronavirus> . Please note if a parent or carer withdraws their child from a trip that is not cancelled, a refund may not be possible. We will write to parents/carers whose children are booked on visits as soon as we have more specific information.



## Examinations

The most current update from OFQUAL is clear that the exam season remains secure and we, therefore, continue to prepare our students in Year 10, 11 and 13 for their GCSEs and A levels as normal. We will inform students and parents as we get updated advice.

## Staff Absence

If high staff absence does become the case, we will do everything we can to remain open, we will prioritise examination classes and may have to open partially for other year groups. However, this would always be a last resort.

## Wellbeing

As Headteacher, I am very conscious that students and indeed anyone can become very worried about COVID- 19. We will do all we can in school to reassure students and maintain a calm learning environment.

Current advice is clear that students should attend school and there is no requirement to self-isolate unless under the conditions set out by Public Health England. Therefore, students should attend school as normal.

Recognising that COVID-19 is subject to rapid change, I highlight Government websites, which offer factual guidance and advice:

[www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public](http://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public)

The Government Coronavirus Action Plan; a guide to what you can expect across the UK –

[www.gov.uk/government/publications/coronavirus-action-plan](http://www.gov.uk/government/publications/coronavirus-action-plan)

I do hope that you find our response to COVID-19 reassuring, however should you have any specific concerns please contact the school office. Alternatively, you can contact the DfE helpline:

Phone: 0800 046 8687

Email: [DfE.coronavirushelpline@education.gov.uk](mailto:DfE.coronavirushelpline@education.gov.uk)

Opening hours: 8am to 6pm (Monday to Friday)

On a final note, I would like to ensure you are all aware of the update in Guidance today in relation to travellers returning from Italy:

<https://www.gov.uk/government/publications/covid-19-specified-countries-and-areas/covid-19-specified-countries-and-areas-with-implications-for-returning-travellers-or-visitors-arriving-in-the-uk>

### **The change for Italy applies to travellers who returned from ANY PART OF ITALY on or after 9 March 2020.**

Travellers should immediately self-isolate, even if asymptomatic, and use the [111 online coronavirus service](#) to find out what to do next.

Travellers who returned from areas of Northern Italy that were under containment measures (See map [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/871179/Map\\_showing\\_specified\\_areas\\_of\\_Italy\\_080320.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/871179/Map_showing_specified_areas_of_Italy_080320.pdf) ) between 19 February and 8 March 2020 should self-isolate for 14 days. If they develop symptoms, they should contact NHS111.

Travellers who returned from the rest of Italy before 9 March 2020 do not need to undertake any special measures, but if they develop symptoms, they should self isolate and call NHS 111.

Information on self isolation can be found at:

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/>

I would like to reiterate that not all family members need to isolate when someone has travelled to Italy. This will be advised on a case by case basis by NHS 111 when they take a full history of the case. At the current time, unless advised by 111 or Public Health to the contrary, other household members can attend their place of work or education.

This advice can change though depending on individual circumstances of a subsequent COVID-19 test result emerges.

Yours sincerely,



Mrs D Smith  
Headteacher

