



17th March 2020

Dear Parents and Carers,

I am sure that you will be well aware of the very difficult situation we are facing due to the national situation.

As a Trust we are carefully following the guidance given by the DFE and government to deal with the situation in school and to keep our schools open and safe for as long as possible. In order to do this, we have outlined further measures below that come into force with immediate effect and for the foreseeable future. These measures are to protect our pupils and staff for as long as possible in order to sustain our service.

Social distancing

We wrote to you last week regarding social distancing. In addition to the measures outlined in that letter we are now putting into place the following extra precautions.

- **Parental contact on site:** We ask that parents do not come onto site other than to drop off or pick up pupils. We ask that parents when doing so do not come into the building, but hand over pupils at the door or on the playground. We ask that if parents have any queries or concerns that they wish to discuss with school, that this is now done by phone / email contact only. The school offices and reception areas are now closed to parents in order to reduce the spread of the illness. We hope that parents will understand and appreciate why we are asking for this measure.
- **Money:** Please can all payments from today be cashless. This is to stop money changing hands at this time. Individual schools will explain how cashless payments can be made where this is not yet in place. **Please note – if you have not already done so you must sign up today for cashless payment in order to access breakfast club tomorrow (ring the office for help).**
- **Assemblies:** Pupils will no longer participate in assemblies or other whole school gatherings. Pupils will have extended breaks to allow for social time, but these will be staggered to reduce pupil numbers on the playground at any one time. Lunches will be staggered where needed to ensure that numbers in the lunch hall at any one time will be minimised.
- **Jumpers:** Please be aware that children will be in classrooms with windows open so please make sure they attend school in their school jumper.

Emergency information:

Please can all parents and carers ensure that they have up to date contact information in school. If you have changed mobile etc please make sure we know your new number. This is vital if your child is ill and has to go home or if we have to close classes or the school.

If a pupil or staff member is ill with a fever or a new and persistent cough:

Any staff member or pupil who is ill with the above symptoms the DFE require us to isolate them in school until they are collected or are able to leave. When sent home, children and staff are now required to self-isolate for 14 days along with any other members of their household. This will include siblings. Therefore, if a child is identified with symptoms all children from their household will be sent home. **Even after symptoms have abated your child and siblings MUST remain off**

school for the 14 day period. If brought to school before this they will be sent home immediately.

Meetings:

With immediate effect there will be no unnecessary meetings or training held in school.

Potential school closures:

Whilst we are trying to keep schools open for as long as possible, we are suffering from staffing shortages due to the government advice on social distancing and self-isolation. We will ensure that on the website each day we post up to date information about whether the school is fully open, partially open or closed.

In the event of a full closure, work packs will be provided for children present at school. A collection point will be set up outside of school for parents to collect work for children already off. We are not able to send home work packs for children currently at home.

We will continue to update parents as the situation evolves.

Yours sincerely

A handwritten signature in black ink that reads "S Walker". The signature is written in a cursive style with a long horizontal stroke at the beginning.

**On Behalf of the Leadership Team of
Inspire Partnership Multi Academy Trust**

**Mr Steven Walker
Headteacher – Ash Grove Primary Academy**