



Dear Parent/Carer

This letter is to update you on our current planning around the spread of Coronavirus. The Department for Education (DfE) supplies all schools with daily updates which inform our planning. In addition we have spoken regularly with staff at the DfE Coronavirus helpline. As well as ensuring we are following the most up to date guidance we have also been exploring contingency plans for other situations which might emerge.

### **Current Context**

In both schools, we have ensured there are sufficient arrangements for hand washing in line with the guidance. Dispensers are checked daily to ensure there is sufficient soap and they are replenished where needed. We continue to offer the flexibility of children bringing in their own hand sanitiser and hand cream where this is appropriate. We are working closely with our cleaning contractor to ensure that all frequently touched surfaces are cleaned daily. We have ordered additional soap and hand sanitiser in order that we can sustain the appropriate levels of hand washing over the coming weeks and months.

### **Scenarios**

We have been planning for a number of different possible scenarios.

1. Instruction to close the whole school for a limited period.
2. Instruction to limit the number of people in one place for a limited period.
3. Infection affects a member of our school community and a case is confirmed.
4. High levels of staff illnesses/absence, making it impossible to staff all classes.
5. Disruption to school meal service.

Throughout our contingency planning, every attempt will be made to avoid disruption to learning; particularly for students in Year 6 who will sit their public SATs examinations in May. I have summarised our current thinking below. I am sure you will appreciate that this is subject to change as matters evolve.

#### **The need to close the whole school for a limited period.**

If instructed or advised by DfE or Public Health England to close the whole school for a limited period of time we would of course follow these instructions/recommendations. Staff are receiving training with regard to emailing appropriate learning activities and suggestions for parents and their children. We will use our regular email and text service to keep you informed during any period of closure including when the schools will be reopened.

#### **The need to limit the number of people in once place for a limited period**

If instructed or advised to do the above, we will prioritise the children in Year 6 & Year 2 who have national assessments in the summer term. If able we would then prioritise Early Years as their curriculum is more challenging to replicate outside of the school context. Children not in school would follow the scenario in scenario number 1 above.

Follifoot CE Primary School, Main Street, Follifoot, North Yorkshire HG3 1DU  
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**Infection affects a member of our school community and a case is confirmed.**

In this scenario, the school would have to follow direct guidance from Public Health England and the DfE.

**High levels of staff illness/absence, making it impossible to staff all classes.**

In this scenario, the schools can cope with a certain level of staff absence and would do everything possible to remain open including classes joining together with support staff. If able we would also bring in supply staff to cover staff absence. However, if the levels of absence become too high, we would adopt a partial or full closure if we felt unable to provide appropriate safe staffing levels. In the event of a whole school closure due to these reasons, we would follow the protocol as outlined in scenario 1.

**Disruption to school meal service**

If our contractor is unable to provide school meals due to staff absence or disruption to the supply chain, we would prioritise providing a meal for those in receipt of a free school meal, which may be a sandwich meal. In these circumstances, children not in receipt of a free school meal will be asked to bring in their own packed lunch.

**Trips**

Our current aim is for all planned trips to continue as planned, however, we will keep this under review and inform parents of any changes through our normal channels of communication.

**Communication**

During this period, we ask that parents follow the normal absence procedure. However, in the case of any absence linked to suspected Coronavirus or contact with Coronavirus, we ask that you please contact the school office on the number below.

**Other events such as Sharing Assemblies**

We are trying to keep as many events running as usual and will look at events on a case by case basis. We have instructed our teachers not to shake hands with parent/carers. Please do accept our apologies for this. The events for Sport Relief tomorrow are going ahead as planned. Parents are welcome to join us for the assembly at Spofforth at 9.10am. In accordance with the advice we will be spacing the seating and therefore the capacity will be limited. Depending on the numbers on the day we may have to limit numbers. All parents coming into the building will be asked to wash their hands or use hand sanitiser.

**General guidance**

We continue to encourage children to wash their hands more often than usual, for 20 seconds using soap and hot water. Also, to reduce the spread of germs, we will continue to encourage children when they cough or sneeze, to cover their mouth and nose with a tissue, or their sleeve (not their hands) if they don't have a tissue, and throw the tissue away immediately. We are giving all teachers boxes of tissues so that they can support this advice and the Public Health England information posters are on display around schools.

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# FOLLIFOOT

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We hope that this letter updates you on our current planning whilst recognising that the landscape continues to evolve. Please be reassured that we will continue to make measured decisions in the best interests of the whole school community, whilst following the guidance provided by the DfE and Public Health England.

We will continue to keep you updated through our usual channels. Thank you for your continued support and understanding as we plan for these potential scenarios.

Yours sincerely

Mr Paul Griffiths  
Headteacher

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