



17 March 2020

Dear Parents/Carers,

As you are probably aware, the government's guidance on the coronavirus has changed from the 'contain' phase to one of delaying the spread of the virus. We are contacting you to let you know what we are doing as a school in light of this, and what we expect from all of you, to help make sure our school community keeps safe and calm.

We would like to reassure you that at St Alban's we are taking all necessary steps to protect our community and are continuing to follow official guidance from the government.

What is the current situation?

- The **school remains open** – this is the current official guidance we've been given
- All school functions continue to run as normal
- Pupils should attend unless they, or someone in their household, feels unwell – if your child, or any member of the household, has any of the following symptoms **all members of the household should remain at home for 14 days:**
 - a new, continuous cough – this means you've started coughing repeatedly, and/or
 - a temperature of 37.8°C or above – you feel hot to touch on your chest or back
- If your child is unwell, report this to the school as normal, ideally by leaving an answerphone message before 8am. If your child is remaining at home for the 14-day period, please let us know. In this case you can find excellent advice on staying at home at this link: <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/>
- We will inform parents/carers as soon as possible about any trip cancellations
- The Year 11 mock exams are currently expected to run as planned
- We will keep you up to date with any changes to the current situation

What we're doing to protect and support pupils and staff

- If a child is at school and is feeling unwell they should go straight to main reception and ask for assistance
- Our cleaning team are now disinfecting door handles and banisters regularly as well as the normal cleaning procedures
- We are keeping all soap dispensers full and checking this regularly. Students should continue to wash hands regularly but especially when they arrive or leave school, before eating and when visiting the toilet.

What we need you to do

- If you have recently changed your contact details, please inform the school office **as soon as possible** via telephone on 01473 726178 or by email to general@st-albans.suffolk.sch.uk
- Talk to your children about the coronavirus. It's a scary time and we should make sure children feel supported. [BBC Newsround](#) has regular updates for younger children and [YoungMinds](#) has practical steps older children can take to help with anxiety
- Come and collect your child straight away, **if we ask you to** (we will contact you if they become ill with either a temperature or a new, continuous cough)



- Check that your child has access to the eSchools website at home, and let us know if there are any issues (so we can make sure that we are prepared for remote learning if the school does need to close at some point)

What happens if the school has to close?

We will only close if either we are officially advised to do so or we do not have enough staff to run the school. In either case, we will:

- Inform parents/carers immediately via ParentMail (email and/or text) or by other means if you have no internet access at home
- Give you an emergency telephone contact number should you need to contact us during the closure
- Detail how we plan to continue student learning while the school is closed
- Detail how we will support Year 11 & 13 as they prepare for the summer public examinations
- Tell you via ParentMail when the school will re-open once we have that information
- Continue to monitor emails and will aim to reply within the standard 48 hour time period.

Please bear in mind that we are only sending out this information to help the school community prepare. There are currently no plans to close.

If you have any questions

Please consult the:

- School office on 01473 726178, if you have any questions about our response to this issue
- [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

This will be a difficult period and we know you are worried about the impact this might have on our community. It is important we keep each other safe and talk about these events to help with any anxiety.

Thank you for your continued support.

Best wishes

Nick Berry
Assistant Headteacher



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