

Tuesday 17<sup>th</sup> March 2020

Dear Parent/Carer,

As you're 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're getting in touch to let you know what we're doing in light of this, and what we expect from all of you, to help make sure our school community keeps safe and calm.

We'd like to reassure you that at Tollgate Primary School we're taking all of the necessary steps to protect our community and are continuing to follow official guidance from the government and local authority.

#### **What's 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 such as breakfast club and TAP.
- Pupils should attend unless they feel unwell – if your child has any of the following symptoms they should remain at home for 7 days: a new, continuous cough and/or a temperature
- If your child is unwell, report this as you would normally by calling the school office.
- We'll keep you up to date with any changes to the current situation

#### **What we're doing to protect and support pupils and staff.**

- Enforcing hand-washing or providing hand sanitisers
- Lessons or assemblies for pupils about hygiene and how to deal with anxiety.

#### **What we need you to do**

- If you've recently changed your contact details, please inform the school office as soon as possible.
- 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'll contact you if they become ill with either a temperature or a new, continuous cough)

#### **What happens if the school has to close?**

We'll only close if we're either officially advised to do so or we don't have enough staff to run the school. In either case we will

- Send a text message to all parents and alerts you about the closure.
- We will keep you updated via our website.
- Send a letter to parents outlining the school's closure procedures.

**Please keep in mind that there are no plans to shut the school at this present time.**

**If you have any questions, please consult the:**

- School office, 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
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It's a difficult time and we know you're worried about the impact this might have on our community. It's important we keep each other safe and talk about these events to help with any anxiety. As always, please contact me directly either by phone or at [emma.oconnor@tollgate.boleyntrust.org](mailto:emma.oconnor@tollgate.boleyntrust.org) if you would like to discuss any of the key points outlined in this letter.

Thank you for your continued support.

Emma O'Connor

Headteacher