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16th March 2020

Dear Parents/Carers

We are writing to let you know the latest information and actions the School is taking amid a rapidly changing situation. The School is following the Government's latest advice.

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

We need to emphasise that as far as we are aware, we have had no confirmed cases within the school community.

The school is receiving regular updates from the authorities as more knowledge is gained. As such, the School is following the consistent advice from the PHE, DfE and NHS on actions to be taken and has drawn upon this to formulate our own procedures for preventing and managing Coronavirus. These will be published on the School's website in due course.

A summary of the key measures we have put in place with effect from Tuesday 17th March 2020 are as follows:

- No whole school events will be taking place – including all off site visits and activities, inclusion and after schools clubs
- All external visitors (including parents) will only be able to access reception areas of the school
- All visitors will be asked to confirm that they are not displaying any symptoms as outlined below
- External visits for staff have been cancelled
- Face to face meetings will not take place in the school. You will be contacted to arrange telephone meetings for parent consultations or EHCP annual reviews where possible
- Pupils displaying any symptoms consistent with a high temperature or a new consistent cough will need to be sent home from school; designated areas will be used to isolate pupils, under staff supervision, until they are collected
- If staffing levels of individual classes are significantly reduced in such a way as may compromise the safety of pupils, we may unfortunately need to close classes. We therefore ask that you are contactable at all times and you have in place contingency arrangements should this situation arise. Can you please ensure that your child's class teacher has your up to date telephone details and contact information
- A dedicated absence email address has been set up to ensure that telephone lines in school are kept available. **To report pupil absence please email pupilabsence@five-acre.kent.sch.uk** as soon as you can to enable plans to be put in place each day.

Following the latest Government advice, we are asking anyone who shows the following symptoms to self-isolate for 7 days. This is regardless of whether they have travelled to affected areas. The symptoms are:

- A high temperature and/or
- A new, continuous cough



People should stay at home and avoid all but essential contact with others for 7 days from the point of displaying mild symptoms in order to slow the spread of infection. If you have any of these symptoms you are advised to refer to <https://111.nhs.uk/covid-19>

There has not been any advice from the DfE for pupils at additional risk from underlying medical conditions. Parents of such pupils are therefore advised to contact their own consultants to seek further specific advice and guidance relevant to their own situation. We fully support parents making their own decision regarding their children who are deemed 'higher risk'.

On a practical note, parents are strongly encouraged to continue to insist their children and others wash their hands thoroughly as advised by Public Health England. The following are general principles issued by PHE that everyone should be following to help prevent the spread of respiratory viruses:

- Wash your hands:
 - o Before leaving home
 - o On arrival at School
 - o After using the toilet
 - o After breaks and sporting activities
 - o Before food preparation
 - o Before eating any food, including snacks
 - o Before leaving School
 - o After taking public transport
- Use an alcohol-based hand sanitiser that contains at least 60% alcohol if soap and water are not available
- Cover your cough or sneeze with a tissue, then throw the tissue in a bin. Catch it, Bin it, Kill it
- Avoid touching your eyes, nose, and mouth with unwashed hands
- People who feel unwell should stay at home and should not attend work or any education or childcare setting
- Avoid close contact with people who are unwell
- Clean and disinfect frequently touched objects and surfaces
- If you are worried about your symptoms or those of a child or colleague, please call NHS 111. Do not go directly to your GP or other healthcare environment see further information on the Public Health England Blog and the NHS UK website.

The Department of Education has a special helpline to answer questions about Covid-19 related to education. Staff, parents and young people can contact the helpline: Phone: 0800 046 8687 Opening hours: 8am to 6pm (Monday to Friday), 10am to 4pm (Saturday to Sunday) E mail: DfE.coronavirushelpline@education.gov.uk

Please do not hesitate to contact us if you have any questions regarding this matter.

Kind regards



Tim Williams
(Headteacher, Boughton Lane)



Richard Dalton
(Headteacher, Satellite Provision)