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CEO: Mrs C Dickinson

13<sup>th</sup> March 2020

Dear Families,

We are writing to update you on our preparations for the increasing impact of Coronavirus. As you will be aware, there were new announcements from the government yesterday. We are regularly updated by the DfE (Department for Education) and PHE (Public Health England) and are using this to ensure that we are making decisions using the most up-to-date advice. The Prime Minister has stated that most schools will not be closed at this time. We are aware that this may change and have several contingency plans.

**To minimise the chance of infection in our academies we are currently:**

- Improving hand hygiene by teaching the children how to wash their hands effectively and giving frequent reminders to do so through the day.
- Instructing our cleaners to be extra vigilant with their cleaning schedules.
- Temporarily stopping whole school assemblies.
- Reducing time that the children sit altogether on the carpet.
- Increasing times where children will work in our outdoor classrooms.
- Stopping volunteers coming into school on a temporary basis.
- Cancelling events that involve larger gatherings of children and parents.

**These strategies will be constantly under review and subject to changes and additions.**

**What you can do to support us:**

- Reinforce good hand hygiene with your children at home.
- Keep your child at home for 7 days if they develop a cough or fever. **Please inform school of this absence.**
- Self-isolate if you develop a cough or fever and ask someone else to do the school run.
- Email the office if you have a question or query, to reduce the numbers of people in close contact in reception areas of our academies.
- If the school has to close, please support your child to complete daily home learning that will be set (*you will receive further details in the event of closure*).
- Keep in touch via the school and Kite websites that will be updated with any relevant information.

**We have further plans for the following eventualities:**

**Coronavirus cases reported to the schools:**

We will contact Public Health England for advice

We will contact appropriate agencies and advise communities as we are advised

**Provision for a reduced number of staff:**

Temporarily combine classes

Temporarily reduce services such as clubs

Temporarily suspend off-site activities requiring deployment of larger numbers of staff

Temporarily redeploy staff across our Trust



**In the case that the Government closes schools:**

We will inform you once we are advised by the Government

Staff will be working from home and will set children learning to be completed at home

There are a number of websites that we can use for children to complete learning – please let us know if internet access is difficult for your child

We will continue to inform you through our usual communications to ensure that you know when we will reopen. Information will also be on the Kite website.

We have daily updates from Public Health and are using this information to plan ahead. We would ask that you keep yourself up to date with their advice. The website for Public Health England is: <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19>.

We understand the concerns surrounding coronavirus and are keen to make a realistic and effective response to it. We are making plans on the most up to date advice that we have and will adapt as necessary. We are confident that our preparations are robust and we are doing all we can to optimise the safety of our community. In these extremely unusual circumstances, we are looking to our families to engage with our plans.

Thank you for your support and vigilance.

Yours sincerely



Christine Dickinson  
**CEO The Kite Academy Trust**