

Holy Trinity Lamorbey CE Primary School

Burnt Oak Lane Sidcup Kent DA15 9DB

W: www.htl.bexley.sch.uk T: 020 8300 3613

Head Teacher: Mr. A Twyman BA Ed (Hons) PG Cert



Thursday 12th March 2020

Coronavirus (Covid-19)

Dear Parents,

I am writing to you further to announcements from HM Government made today regarding the coronavirus (COVID-19).

Holy Trinity Lamorbey has been closely monitoring and following government advice since the outbreak developed a number of weeks ago. In accordance with that advice we have been enforcing additional handwashing for the children and all classes have received hygiene lessons in recent weeks.

HTL is very well prepared for today's developments which were expected. We have worked closely with our colleagues across the Trust to develop plans and risk assessments carefully aligned to government advice. I want to reassure you that we have stocks of soap and tissues and will continue to enforce hygiene measures for children of all ages throughout the day.

In line with government advice HTL will remain open and children who are well should continue to attend as normal. Currently all planned activities and trips are scheduled to go ahead. We will keep this under careful review acting on advice of HM Government in all cases.

In line with government advice issued today, if your child has a high temperature or a new, continuous cough they must remain at home and isolate for 7 days. Full guidance on self-isolation can be found online at <https://www.nhs.uk/conditions/coronavirus-covid-19/>

If your child is exhibiting these symptoms, please report their absence as normal. I would sincerely appreciate notification at the earliest possible opportunity to support admin staff in reducing the number of calls that need to be made in the morning and to support me in making decisions about the impact of pupil absence on our activities.

If your child becomes unwell at school a member of staff will take their temperature. If it is found to be high your child will be isolated and you will be called to collect them. We will be very careful to do this in the least distressing way possible under the circumstances.

In the next few days the school will be finalising the launch of an online platform which we hope will allow us to continue to offer education to children who may become isolated. I will write to you with details in due course but it very much remains our intention to continue to offer some level of education to as many pupils as possible so far as is possible under the circumstances as they unfold.



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The school has implemented a monitoring system that will carefully track pupils and staff who have to isolate to enable us to predict a likely number of children and staff in school each day. As the situation unfolds, it may become the case that staff shortages present us with difficulties in providing safe and lawful supervision for the children in our care. It is also possible that supply teachers will become increasingly difficult to find. I wish to take this opportunity to outline to you the steps that we **may** have to take to mitigate this over the coming days and weeks.

If necessary we may **split** your child's class. This is when we are unable to staff a class and so we break the children into small groups of 3-5 and distribute them around the school to other classes. They will be taught and supervised by the teacher whose class they spend the day in.

We may need to **merge** classes, especially in KS1 where class sizes are very small. This would involve 2 classes which are depleted due to absence being taught by one teacher.

Your child may be taught by a **different teacher** to their usual teacher. For example, we may need to merge 2 small classes and redeploy the other teacher to cover a class without a teacher. Alternatively, a part time teacher may pick up extra days to cover classes.

Your child may be **supervised** by staff who are not teachers. Please be assured that every member of staff in school undergoes the same rigorous background checks into their suitability to work with children, regardless of role and anyone supervising children who is not a teacher would be acting under the close supervision of a qualified teacher. We will only do this with staff who I am confident can supervise the children safely and effectively.

Your child may be taught by a **senior leader** without a class teaching responsibility such as myself, Mrs Molloy, Mrs Gallagher or Miss Bushell at the start of the week. This will mean that senior leaders are less available to parents and I would like to thank you in advance for your understanding and patience in this matter.

If unavoidable the school may have to consider a **partial** or **full** closure. This would involve closing one or more classes or the whole school if we were unable to staff classes safely. We will avoid this as far as is possible and currently this option is **unlikely**. If the school does need to close we will communicate with parents via the website and teachers2parents text service as we would on a snow day.

I want to be clear that if we experience significant absences we may be unable to inform you that your child has different teaching arrangements on any given day. Where possible we will do our best to keep you informed but you should be reassured that your child will be safe, well looked after and will benefit from learning regardless. If collection arrangements



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change due to your child's location in the building, we will inform you in plenty of time before the end of the day.

Finally, I understand that this situation can be distressing for children and adults alike. In school we will not be drawing unnecessary attention to the situation and instead focusing our attention on learning as usual. If children do ask, we will emphasise how low the risk is to children in an age appropriate way and reassure them as much as possible.

To borrow a rather worn but very appropriate cliché, HTL will keep calm and carry on.

Yours Sincerely

A handwritten signature in black ink, appearing to read 'A Twyman', written in a cursive style.

Mr. A Twyman
Head Teacher

