

Dear Parents and Carers,

We hope you have had a restful break and are looking forward to the new half term. As we return to school tomorrow, we wanted to let you know about the advice we have recently been sent from the Department of Education and Public Health England regarding Covid-19 (Novel Coronavirus). While there is currently no known imminent threat, we wanted to keep you informed about the guidance we have been given. We will update you if any other advice is given in the upcoming weeks.

Please read the guidance below thoroughly for your information. **For everyone's wellbeing it is essential that parents are responsible and follow the advice given.** We have highlighted below the actions that both parents and school should take in accordance with the guidance from Public Health England.

PARENTS:

- Instruct your children how to wash their hands thoroughly with soap and water so that they are able to reliably do this independently. See attached guide <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>
- Ensure that your child washes their hands **prior to** arriving at school
- Remind your child to wash their hands after using the toilet and before eating any food
- Ensure that your child knows the importance of covering coughs or sneezes with a tissue, then throwing the tissue in a bin.
- If you or your child have travelled to **Hong Kong, Japan, Macau, Malaysia, Republic of Korea, Singapore, Taiwan or Thailand in the last 14 days** ensure you are vigilant for the symptoms such as cough, fever or shortness of breath.
- If you or your child have travelled to **Hong Kong, Japan, Macau, Malaysia, Republic of Korea, Singapore, Taiwan or Thailand in the last 14 days** and have symptoms such as cough, fever or shortness of breath **(even if they are mild) do not come to school but stay at home and call NHS 111.**
- If you or your child have been to **Wuhan, Hubei province or mainland China in the last 14 days do not come to school but stay at home and call NHS 111**
- Please also inform the school office via email if you have recently travelled to the restricted countries and have returned with symptoms when you inform the school of your child's reason for absence

As a school, we have a whole staff briefing before school on Monday 24th February and we will be instructing staff to promote the advice below.

SCHOOL WILL:

- Follow any current guidance from Public Health England / Department of Education and update parents appropriately
- Display the latest Public Health England posters at all entrances to school regarding Covid-19 and the restricted countries
- Remind children how to wash their hands thoroughly and the importance of this before eating food and after visiting the toilet.
- Ask all visitors, staff and pupils to wash their hands:
 - on arrival at school
 - after using the toilet
 - after breaks and sporting activities
 - before food preparation
 - before eating any food, including snacks
 - before leaving school
- Remind pupils about of the importance of covering coughs or sneezes with a tissue, then throwing the tissue in a bin

- Follow Public Health England advice in regards to minimising the risk of spread of respiratory-like infections
- Follow Public Health England advice in regards to any attendance matters or concerns

Thank you for your co-operation in this matter.

Kind regards,

Joe Porter & Paul Gilbert



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