



RE: Potential school closure due to the spread of Coronavirus

Dear Parent or Guardian,

I'm sure you are aware of the outbreak of coronavirus (COVID-19) and the increase in the number of confirmed cases in the UK. We take the health and safety of our pupils and staff very seriously and, while there is currently no cause for concern at our school, we will keep you updated with any developments, including whether we will need to close.

Current guidance from the Department for Education (DfE) and Public Health England (PHE) remains that schools stay open; however, it is possible that this advice may change as the spread of coronavirus continues. If we are required to close our school, we will take the necessary steps to ensure you are informed of the closure and that the effect on pupils' education is limited.

In the event that we do close the school, you will be informed via text and email and advised on how long we expect the closure to last. Please check that you have provided us with your most up-to-date contact details to ensure you receive any correspondence regarding a closure. If you need to provide us with new details, please contact the school office.

Arrangements for a school closure

We have prepared work booklets for pupils to complete at home over the period of a closure and will be given out in the event of closure. Once they have been completed, please return the booklets to your child's class teacher, whose details will be provided with the work booklets.

If you need to contact the school or your child's class teacher for any reason, you can do so using the contact details that are provided with your child's work booklets.

In the meantime, we will continue to implement additional health protection measures and follow the relevant advice issued by the DfE and PHE.

You should make the decision as to whether your children come to school. If you decide to self-isolate please let the school office know, this will not affect their attendance at this time.

Please note that we are **not** confirming that the school will close – we want to reassure you that if this were to happen, we are fully prepared to take action.

Yours sincerely,

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

Claire Constantopoulos
Headteacher