

**Air Balloon Hill Primary School,**

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Head Teacher: Mr. T Browse



15<sup>th</sup> March 2020

Dear parents and carers,

I thought it would be useful to write to you with regard to how Air Balloon is planning to manage the current coronavirus situation.

The current guidance from central and local government is that **schools are to remain open**.

In reviewing the advice sent to schools we will also be putting in place the following steps as of tomorrow:

1. Reception parents to drop off children outside the classrooms.
2. No school assemblies or large gatherings (spelling bees, reading cinema etc)
3. All children to wash/sanitize their hands before registering, before and after break/lunch and after going to the toilet.
4. We will continue to take advice from other venues (swimming pools/class trip venues) as to whether they will be cancelled and let the relevant teachers/parents know.

I appreciate some of these changes, especially the decision for Reception parents to drop off their children in the playground rather than come into class, are different to our usual routines, but I feel that these are appropriate steps for us to take in the short term.

It is also important that everyone is aware of what to do if they, or relative, develops any symptoms of coronavirus.

If anyone develops these symptoms:

- a. High temperature
- b. New and continuous cough

they should stay at home and self-isolate for 7 days and use the online NHS 111 service.

Please do contact the school and inform us if you, or your child, are self-isolating as this will help us to manage the health and well-being of others in school.

If your child's teacher is absent then we have arranged for the following steps to be taken:

- Distribute Y2-Y6 children across the school as is our usual practice for the first day of sickness.
- Arrange for a supply teacher to cover.
- If it is not possible to secure a supply teacher, then we may need to temporarily increase class sizes within that year group.

We will always try to inform parents of any significant disruptions or changes to children's learning. If there are any other steps that we feel are necessary or appropriate, we will inform you with as much advanced notice as possible.

Thank you for your cooperation and understanding during this time.

Yours sincerely,

A handwritten signature in black ink that reads 'Tim Browse'.

Tim Browse