

17th March 2020

Dear Parents/Carers,

As you are aware the government's guidelines and guidance on the coronavirus has changed as from yesterday. We are therefore informing you what we shall be doing as a school in light of this new information. Following discussions across our Trust, supported by information we have received from the Department of Education, Public Health England and the Local Authority we feel that it is necessary to put in place the following sensible measures until we hear otherwise.

- The school will remain open - this is the current official guidance
- All events involving a large number of visitors to the school will be suspended, for example Parents Assemblies.
- There will be no whole school Assemblies for the pupils too
- All school visits and outside speakers to the school will be cancelled for the rest of this term. Trips and residentials that are due to take place after Easter will be reviewed at a later date
- All whole school events will be cancelled
- Swimming will be cancelled
- There will be no clubs taking place after school as from Tuesday 17th March
- We will restrict as many **visitors to the school as we can. We are therefore asking parents to not accompany pupils into school at all. Furthermore could we ask all Early Years Parents not to enter the settings but to allow their child to enter independently.**
- At the moment the Hilltops Before and After School Club will remain open.

If the decision is made by the Government to close schools, or if we cannot manage classes safely due to staff absence then the following steps will be taken;

The decision to close schools will be communicated to parents via;

- The school website
- Text message
- Letter
- Staffordshire County Council and local media websites

If the school does close, all pupils will have access to work – this may be online or through workbooks. Teachers will also be able to set work on-line - we ask for your support with this.

What we need you to do:

If you have recently changed your contact details please inform the school office as soon as possible of your new number/email. Come and collect your child straight away, if we ask you (we will contact you if they become ill either with either a fever or a new continuous cough).

We are continuing to take every opportunity to remind the children about good personal hygiene and we are encouraging the children to wash their hands at various key points during the school day. We have also increased our cleaning regime throughout the school.

These are challenging and unprecedented times, thank you all for your support to date please be assured we are working tirelessly to ensure the safety of all our special communities.

Sincerely yours,

Jessica Roden
Head Teacher

Lynne Bennett CEO
The Creative Learning Partnership Trust