

16th March 2020

Dear Parent/Carer,

We are writing to you to provide information about the school's contingency plans as a result of the 'Coronavirus' (Covid-19) outbreak. Our priority remains the welfare of your child and the rest of the school community. We are closely studying Department for Education, Public Health England, Local Authority and NHS guidance which forms the basis by which we develop our contingency plans. To date, we have had no confirmed cases of Covid-19 in our school community (staff, students and their families).

To support the health of the school community, please do not send your child to school if they have a cough, cold, feel unwell or have a high temperature. If school staff believe you child is unwell we will request parent/carer to collect immediately.

Contingency while school continues to be open

While schools continue to be open, in accordance with current government guidance, we have instituted the following measures:

- Increased regularity and intensity of school cleaning
- Timetabled regular handwashing for students
- Increased handwashing facilitates (soap and sanitisers) for staff and students
- Cancellation of non-essential/urgent meetings with visitors
- Cancellation of student community trips where control measures cannot be managed effectively (e.g. publicly accessible enclosed areas)
- Implementing guidance and reducing the risk of infection to staff and student
- Supporting students, families and staff through absence and self-isolation

During this period, we ask that parents/carers follow the normal procedures for reporting their child's absence. Please call the school main phonenumber (0113 457 0604) and leave a message detailing why and how long your child will be absent for. If you have questions regarding attendance or the virus, please contact the phone number above and a member of staff will respond. If you are unsure whether your child is well enough to go to school, please contact us and wait for advice before sending your child on transport.

Contingency if school continues to be open but with reduced staff



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As a result of following NHS guidance on staff absences, staff to student ratios may be impacted. In order to mitigate this, while maintaining the welfare and education of your children, we may:



- Increase the use known supply agency staff (who have been informed of the above control measures)
- Modify student timetables
- Merge class groups where suitable

If the staff to student ratio were at a level where student safety could not be guaranteed, the school may partly/fully close. If this were likely to happen, parents/carers would be informed as soon as possible and the home learning provision would be instituted from tomorrow.

Contingency if school were to close

The decision to close the school would be made in accordance with government guidance. The school is not privy to information that is not in the public domain.

If the decision was made to close the school, we have made arrangements for home learning and further guidance will be issued when necessary including supporting the wellbeing of students and families.

Please ensure we have the best e-mail address to contact you on if the school were to close. Please e-mail homelearning@lighthouseschool.co.uk from the e-mail account with your student's name so we can ensure the contact details we have are up-to-date to support daily home learning materials and school updates.

We will continue to communicate with parents throughout the process. If you have any questions, please do not hesitate to contact the school.

Thank you for your continued support.

Kind regards

Emma

Emma Sullivan
Principal



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