



Tuesday 17th March 2020

Dear Parents/Carers

In order to ensure the minimum risk of possible COVID-19 virus spread, the following will be in place from Wednesday 18th March as additional measures:

- Gates will be opened at 8.40am by a member of Glapton staff.
- Parents are advised to leave their older children (KS2) at the gate and allow them to make their way to the KS2 school hall. All other gates will be secured or monitored by an adult so they will be safe.
- Parents should take EYFS, Y1 and Y2 children to the KS1 school hall and leave the site immediately.
- Messages to teachers **MUST** be in partnership books and not relayed to staff during this period of time.
- Mrs Hurst and Miss Devi will however be available to take any brief messages or queries.
- Nursery children will need to enter by the Nursery gate and be received by Mrs Smith and staff. Parents will not be able to enter the building and will be asked to leave immediately.
- We will be asking you not to congregate, arrive early or remain on site. Please follow government advice and keep a safe distance from each other when arriving and leaving school.
- The office will not be open to visitors and will be receiving visitors on essential business only.
- All visitors will be required to wait at the gate while the necessity of their visit is determined.
- Parents/Carers will not have automatic entry to school when ringing the door at reception. Essential entry only.
- Essential medicines will be collected by a first aider outside of the school office door, this will be reviewed and subject to change.
- If permitted to enter the academy you will be required to wash your hands.
- Please send any monies in a labelled envelope in book-bags with your child.
- Please put any queries in the your child's partnership book or email admin@glaptonacademy.co.uk.
- Children arriving after gate closure will be required to ring the gate buzzer and will be received by a member of staff at the gate.
- Collection at the end of the day will be as normal but you will be asked to keep your distance from each other and leave immediately with you child/ren. Please try and wait at least 2m from classroom or exit doors.
- Parent invites to class assemblies are currently cancelled.
- All planned educational visits and visitors are currently cancelled.
- After school clubs are currently cancelled except Y6 Boosters which will remain in place for the moment. This may be subject to later change.
- Additional cleaning of high use areas and surfaces is being undertaken to reduce the risk of possible infection.

- Three members of staff are currently at home in self-isolation. None of these staff have symptoms themselves.
- The Government and Trust have advised that pregnant staff self-isolate initially for 7 days.

We do hope you will support these measures that we are trialling to help keep the academy safe. To confirm, there are **no** cases of any pupil with the virus at Glapton Academy at the time of writing. These measures have been put in place as we have a duty of care to minimise any risks of increasing the spread of the virus.

All direction taken is in response to information provided by Public Health England, The Department for Education and LEAD Academy Trust.

Any future information changes will come directly from myself via school communication channels. Information on social media pages may be unreliable or inaccurate and is NOT validated by the school.

In the absence of any further communication, then the guidance remains the same. We will update regularly.

This letter is intended to inform you of the additional safeguards we are putting in place and are not as a result of any reported cases of the virus in pupils or staff.

I ask you to simply reinforce the messages of handwashing to your children, in order that we can all stay as healthy as possible.

We will continue to require children to wash their hands on entry to the Academy, after using the toilet, sneezing or coughing, before eating and after breaks.

Please support us during this period of change and understand that the situation is under constant review and arrangements maybe subject to change.

Yours sincerely



Mrs. C Hurst BA (Hons) PGCE NPQH NLE
Head Teacher