

13/03/20

Dear Parent/Carer,

**Re: COVID-19 concerns**

I am sure you have been following the news regarding the Coronavirus (COVID-19) and the implications it could have for those with underlying medical issues. I need to emphasise that as far as we are aware, we have had no confirmed cases within the school community.

However, given the situation we find ourselves in, I am writing to you, as a parent/carer of a child in the school to give you the opportunity to make an individual risk assessment for your child; and to then decide whether you would like to send them into school. I must add that this decision should be made in line with any underlying medical issues that may increase the risk of the effect from COVID-19. Students without underlying medical risks, who are not displaying symptoms, should be in school as normal.

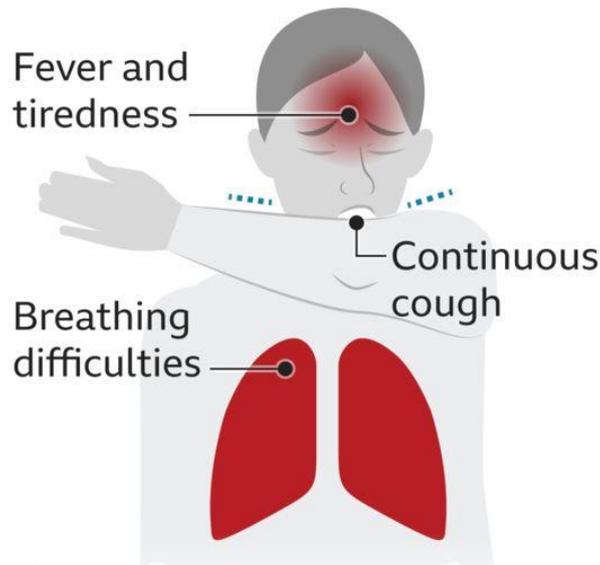
If you choose to keep your child at home because of underlying medical needs, and to reduce the risk of them catching COVID-19, then I am happy to authorise the absence and have notified the Local Authority of this decision.

Please do not think that I am telling you not to send your child to school, this is entirely your decision based upon your knowledge of your child's needs and will not necessarily apply to all.

We have some very vulnerable students at Nexus and we will be continually monitoring the situation and liaising with colleagues from the NHS and the Local Authority to ensure we take all necessary steps. Following on from my letter dated 28/02 and the new advice and guidance now being offered, I wanted to update you on some of the decisions that we have made in school to safeguard students and staff.

**A summary of actions taken by the school today;**

- Calpol and Neurofen – students should not be coming into school if they have been given either Calpol or Neurofen products as this could be masking possible symptoms.
- Staff have been advised to be vigilant regarding the symptoms of COVID-19 and may liaise with parents/carers if they have concerns.
- If a student or member of staff is displaying the following symptoms they should not be coming in to school. We may check their temperature on arrival at school if we are concerned we will contact you immediately;



**If you have a new continuous cough or high temperature you should stay at home for seven days**

- If your child is absent from school through sickness please let the school office know the symptoms.
- If a decision is taken to send a student/member of staff home this should be for at least 7 days and an additional 48 hours symptom free. No decision to send a student home will be made without the agreement of the School Senior Leadership Team.
- Developed an action plan – we have created an action plan this morning for a staggered class closure and redistribution of staff to avoid full closure, unless directed. This would only happen if staffing levels fall by a significant amount. (The closure of classes will be based on the vulnerability of the students to COVID-19 and also the complexity of classes)
- Class packs and home support will be put in place if class closures or a whole school closure occurs.
- Daily updates – from Monday 16<sup>th</sup> March we will be sending out a daily Parent Mail to inform you if there are class closures/openings. We will also attempt to phone you directly if your child's class is closed. **(Please complete and return the attached contact information form ASAP).**
- All school trips have been cancelled.
- All STLS internal and external training, school visits and non-essential meetings have been cancelled.
- The school office is maintaining records of absence and dates – please do not be offended if you are asked to keep students at home for longer or are requested to collect your child on more than one occasion.
- All visitors to site, unless essential, have been cancelled including the photographer today. We have provided further information to anyone coming on to site and they will not be allowed into school if we have any concerns.

- Wouldham site – class closures will only occur if staffing levels drop below a safe ratio. If there is a decision to close the Wouldham site this will also affect Nexus Wouldham classes.
- If the Nexus Tonbridge site is closed or suitable Leadership of the Wouldham site cannot be maintained, then Wouldham classes will also be closed.
- Parents/carers will not be penalised for absence/attendance issues during this period.
- We may consider a short-term closure of the school for deep cleaning.
- Please keep in touch with the school and let us know when students will be returning.

Thank you in advance for your support.

Yours sincerely,

A handwritten signature in dark ink, appearing to read 'Scott Jarred', written in a cursive style.

Scott Jarred

Headteacher

