

Dear Parents/Carers,

### **COVID-19 Important Information Tuesday 17<sup>th</sup> March 2020**

As you are aware the worldwide outbreak of Covid-19 is resulting in changes to how many organisations, including schools operate. Yesterday, as Chief Executive, I met with all Headteachers of Trust Schools to discuss our action plan in response to the virus.

Together, we have agreed the following changes to our procedures with immediate effect and for the next three weeks. The situation will be monitored daily and we will keep you informed if circumstances and arrangements change.

#### **Meetings and visitors to School**

As from **Tuesday 17th March** the following procedures will apply:

1. All external school meetings involving visitors to school will be cancelled and will be conducted by telephone where possible.
2. School staff will conduct any parental meetings by telephone, as opposed to face to face. This includes meetings with the Headteacher and/or senior team.
3. Access for parents to Reception will be severely limited and closed to all external visitors. Parents are asked to only visit reception for emergency reasons e.g. delivering medicine or collecting a poorly child. Contact with the school should be conducted via email [schooloffice@theoval.bham.sch.uk](mailto:schooloffice@theoval.bham.sch.uk) or by calling reception on 0121 464 3248.
4. Swimming, sports events outside school and school trips will be cancelled. All parental contributions to school trips that do not take place will be refunded.
5. Parents evenings and any other parental events e.g. class assemblies, will be postponed until further notice.
6. All external lettings of internal school facilities will be cancelled.

#### **Additional Cleaning**

The cleanliness of school buildings is of utmost importance. We have reviewed and made changes to our cleaning programme including increasing our cleaning regime and audit inspections. All children and staff are expected to wash their hands regularly and manage their personal hygiene carefully.

## Following Public Health England and Department of Education Guidance

As a Trust, we will continue to follow the guidance from Public Health England and the Department for Education. The current advice remains:

- if your child or anyone in your household develops a new, persistent cough and/or high temperature, we request that you keep your child off school **for 14 days (self-isolate)**
- we will contact parents if a child develops a cough and/or high temperature during the school day and will ask you to come to collect them
- as normal, please ensure that you continue to inform us if your child is to be absent from school

The measures above are not intended to cause further anxiety or panic but are simply to minimise the risk of infection and above all safeguard all children, members of staff and families. Our focus over the next three weeks or until further notice, will continue to be the smooth running of school life for our pupils.

Finally, we kindly ask that you do not phone the school office to ask for medical advice as our staff are not trained to provide this. Advice about who you can contact for help can be found on both the school and Trust website.

It is important that disruption to the education of our pupils is kept to a minimum and that we continue to operate as normal for as long as possible. However, as you are aware contingency plans are already in place and I will continue to keep you fully updated.

Thank you for your support in this important matter.

Yours sincerely,



Robert Bowater  
Trust CEO