



16<sup>th</sup> March 2020

Dear Parents & Carers

### **COVID-19 (Novel Coronavirus): Advice for Parents, Carers and Pupils**

We take our responsibility for the health and safety of our pupils, staff and communities very seriously and as such we would like to share with you the current situation within Write-Trak.

Our main focus is on the continued education of our pupils. However, in a time where we have high levels of media coverage we want to ensure that you are kept up to date with how we are monitoring the national and local picture around Covid-19, and any potential resulting impact on Write-Trak.

We receive daily briefings from the Department of Education (DfE) who are working closely with Public Health England (PHE). If there are any significant updates to this guidance, we will keep you informed, via our main communication channels: email and text.

#### **1. Action we are taking as of 13 March 2020**

The current guidance is that no school should close in response to a suspected (or confirmed) COVID-19 case unless directed to do so by Public Health England (PHE).

There are, however, some measures that we can take to help to prevent the potential spread of the virus. As such, we are working to ensure that:

- soap dispensers are fully stocked with anti-bacterial hand wash, and that anti-bacterial hand gel is also available
- the most up to date PHE posters are put up in staff and pupil toilet areas and guidance adhered to
- pupils are informed about the importance of handwashing and hygiene.
- parents and carers remain informed and are regularly updated as appropriate.

Please rest assured that Write-Trak have specific business continuity plans in place should there be a need to respond as advised by PHE.

#### **2. The importance of hygiene in preventing the spread of infection**

In order to reduce the risk of the virus spreading we ask that all pupils, staff and visitors follow the Public Health England guidance. The expert advice is that personal hygiene is the most important way we can collectively tackle COVID-19, especially washing hands more;

and the 'catch it, bin it, kill it' strategy for those with coughs and sneezes. The following advice is of high importance in this respect:

- Wash your hands often – with soap and water for at least 20 seconds, or an alcohol-based sanitiser that contains at least 60% alcohol if soap and water aren't available
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Avoid close contact with people who are unwell
- If you feel unwell, stay at home and don't attend work or school
- Cover your cough or sneeze with a tissue, then throw the tissue in a bin.

The following link refers to quick and handy updates from the NHS:

<https://twitter.com/NHSuk/status/1235112744917049346>

### **3. What to do if you are worried**

The Department for Education have launched a helpline to answer questions about COVID-19 related to education.

Staff, parents and young people can contact the helpline as follows:

Phone: **0800 046 8687** Email: [DfE.coronavirushelpline@education.gov.uk](mailto:DfE.coronavirushelpline@education.gov.uk)

Opening hours: 8am to 6pm (Monday to Friday)

If you are worried about your child, or a member of your family has symptoms, please call NHS 111 – do not go directly to your GP or any other healthcare environment.

We would ask that you keep Write-Trak informed of any conversations with NHS 111 or Public Health England so that we can offer support and take any action as required.

### **4. Where to find the latest information**

Updates on COVID-19:

- <https://www.gov.uk/coronavirus>

Travel advice for those travelling and living overseas:

- <https://www.gov.uk/guidance/travel-advice-novel-coronavirus>

Thank you for your continued support, and I hope that you find this update informative.

Yours sincerely,

Anna Turner-Bee