



24th March, 2020

Dear Parent/Carer,

School Based Provision – Update

As you know, most of our students are at home because school is closed until further notice. Your son or daughter is one of a very small number of students who are accessing supervision at Prince Henry's, either because they are vulnerable or because you are a key worker and you have no other means of childcare.

Reducing the risk of infection in school:

We have introduced procedures to reduce the risk of infection whilst students are in school:

- Students will follow government advice regarding hand washing and respiratory hygiene. This includes washing their hands thoroughly on arrival at school, before eating at break or lunchtime, and after using the toilet
- Student will sit apart from other students in classrooms and in the dining room at break and lunchtime
- Students will be expected to stand apart from other students when outside during break and lunchtimes
- Student will use the same computer each day. Computers keyboards will be cleaned each day.
- Students will only use limited parts of the building. In these areas we have provided tissues for students and staff, plus wipes to assist with ongoing cleaning. These areas will also be prioritised by our team of cleaners each evening.

Reducing the risk of infection at home:

We ask that you take the following actions at home to reduce the risk of bringing the virus into school:

- If you become unwell with COVID-19 symptoms, you must **immediately** contact school and arrange for collection of your child.
- If your child develops symptoms of COVID-19, you must keep your child at home and follow government guidance about self-isolation
- Social distancing **must** be enforced whilst your child is not in school
- Follow government guidance regarding hand washing and respiratory hygiene. This includes washing hands thoroughly before leaving home, before eating, when they get home from school and after using the toilet
- We recommend that your child wears fresh clothes each day and that once your child has returned home from school their clothes are put straight in the washing machine

Thank you for your co-operation in this matter. I wish you and your family the best over the coming weeks.

Yours faithfully,

Ms Janet Sheriff
Executive Headteacher