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Dear Parent/Carer

As we begin a new week, I am taking this opportunity to write to update you regarding Covid-19, our plans and actions we are taking and actions you can take.

In terms of guidance regarding actions taken by the school, guidance is given by the Welsh Government through the local authority. There has been a great deal of speculation regarding potential school closures but this is a decision which will be taken centrally and then fed to schools; it is not something which we as a school can decide. However, it is important to note that should staff absence mean that it would not be safe to continue to run the school as normal, then I would then have to make a decision together with the Chair of Governors at that point.

At the moment we are telling all of our pupils that school is running as normal and for those who are preparing for external examinations, they should continue to do so and assume that they will go-ahead as planned.

The situation is ever changing and we have considered how we would respond should the school be forced to close. Staff have been identifying work which can be distributed to all pupils.

Please can you check with your son/daughter that they have their Willows High School email address and have access to Office 365 as all work/communication will be done in this way. Whilst we are aware that the vast majority of our pupils have access to technology at home, we are mindful of the fact that some do not have this access and arrangements are being made for hard-copies of all work to be made available to these pupils. Parents and carers will be informed of all work posted via the ClassCharts app, please could you ensure that you have the access to this application.

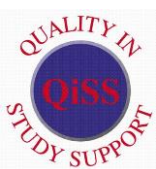
In terms of trips/visits and other events then, at the current time, these have all been postponed/cancelled in line with advice from the LEA and this includes parent/carer evenings, review meetings and so on. We really don't know what the outlook is in terms of when we will be able to begin planning/rescheduling these events again but as soon as we feel confident in being able to do so, then we will start the process.

The current advice is to stay at home for 7 days if you have either:

- a high temperature – you feel hot to touch on your chest or back
- a new, continuous cough – this means you've started coughing repeatedly

Do not go to a GP surgery, pharmacy or hospital. You do not need to contact 111 to tell them you're staying at home. Testing for coronavirus is not needed if you're staying at home.

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Use the NHS 111 online coronavirus service if:

- you feel you cannot cope with symptoms at home
- the condition gets worse
- symptoms do not get better after 7 days

Other household members do not need to restrict their activities unless they are told to do so.

Pupils/families who are in a position of having to self-isolate/quarantine will not be penalised in terms of their school attendance. As a school, we would support actions which are taken to ensure the wellbeing of the individual and others.

In terms of the day-to-day operation of the school, we have taken all possible steps to ensure our pupils and staff are safe. Toilets have a plentiful supply of soap and warm water. All toilets are checked regularly throughout the day to ensure that they are at the standard expected.

Some pupils have brought their own hand-wash in to school and this is perfectly acceptable. As mentioned in the previous paragraph, the school has a supply of hand-wash and it is available for all but pupils may wish to take additional precautions as well.

If a pupil becomes unwell during the school day, then we have a clear system of support. Pupils should inform their class-teacher at the time and, should it be felt that appropriate the Welfare Officer will be contacted.

Please help us by emphasising the following actions which all pupils need to take:

- wash your hands with soap and water often – do this for at least 20 seconds
- always wash your hands when you get home or into work
- use hand sanitiser gel if soap and water are not available
- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- put used tissues in the bin immediately and wash your hands afterwards
- try to avoid close contact with people who are unwell

I intend to write to you regularly in the foreseeable future in order to give you as much information as possible regarding this rapidly changing situation. I am sure that everything that we are doing is ensuring that all pupils are as safe as possible whilst at school and I am most grateful for your support in helping us to do this.

We would also advise that you follow us on our social media accounts:

Twitter: @willowshigh

Facebook: @willowshighofficial

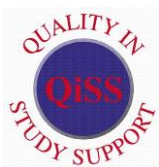
Please do not hesitate to contact me should you wish to discuss this further.

Thank you for your support.



Chris Norman

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