



20 March 2020

Dear Parents/Carers

I am writing to update you further to my letter of 26 February in relation to the COVID-19 outbreak. Our response to this global issue continues to be informed by guidance from Public Health England and specific advice for schools from the Department of Education.

At present, we are stressing the importance of the following things in school:

- **follow good hand hygiene** – wash hands regularly with hot water and soap, and use hand sanitiser gel if soap and water are not available;
- **follow good respiratory hygiene** – cough/sneeze into tissues, dispose of tissues in the bin, clean hands as soon as possible;
- **avoid touching eyes, nose or mouth if your hands are not clean**

In relation to planned school trips abroad we will continue to monitor the advice from the Foreign and Commonwealth Office and liaise with the travel companies, and notify you immediately of any changes to the current advice. We will communicate directly to the parents of pupils who are signed up to travel on school trips abroad.

We have decided to delay publication of the Enrichment Programme for Years 7 – 9 in case we have to reduce the number of planned trips. At present, there are no foreign trips planned for enrichment but we do hope to lead educational visits to London, Oxford and Colchester, subject to the government advice nearer time. Enrichment is scheduled for the 2nd and 3rd of July.

With regard to public examinations we will follow the official guidance from the Department for Education. The Exam Boards, as part of their normal contingency planning, could reschedule exams within the period up until the 24th June. We earnestly advise you not to book any holidays before the end of this Exam Window irrespective of your child's individual exam timetable. It is of course possible that there will be further changes to the exam timetable and in this case, we will notify you immediately. In the meantime, pupils taking exams this Summer must continue to revise and prepare as usual.

I would like to stress that any communication from the school about developments will be shared with you from our school email and on the website. We will only use social media to alert you to an update and will **not** use social media channels to communicate new developments.

I would like to thank you for your support to date and be assured that we will keep you updated regularly.

Kind regards

Alison Mobbs
Principal