

## Shirley Infant School

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**Every Child, Every Chance, Every Day**

## Shirley Junior School



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16<sup>th</sup> March 2020

Dear Parents and Carers,

We know this is a very unusual circumstance and wish to keep you as updated as we can with the information that we have. We are listening carefully to the professional advice from the World Health Organisation, Public Health England, Secretary of State for Health, Department for Education and Hamwic Education Trust. As always, your child's health and safety is our top priority. The latest update from the DFE is as follows:

### Coronavirus (COVID-19)

[Home](#) > [COVID-19: guidance for educational settings](#)



### Guidance **COVID-19: guidance for education settings**

Updated 16 March 2020

- staff, young people and children should stay at home if they are unwell with a new, continuous cough or a high temperature to avoid spreading infection to others. Otherwise they should attend education or work as normal
- if staff, young people or children become unwell on site with a new, continuous cough or a high temperature they should be sent home
- clean and disinfect regularly touched objects and surfaces more often than usual using your standard cleaning products
- supervise young children to ensure they wash their hands for 20 seconds more often than usual with soap and water or hand sanitiser and catch coughs and sneezes in tissues
- posters and lesson plans on general hand hygiene can be found on the [eBug website](#)
- unless you have been directly advised to close by the local Public Health England Health Protection Team, we recommend all education settings remain open

We are planning for potential school closures either as a result of direct instructions from the DFE or due to reduced staffing. Please note that this could lead to partial closures where certain year groups are asked to stay at home. Could we therefore, ask parents to ensure that school contact numbers are up to date and that parents check our website and emergency Marvellous Me notifications regularly. In the event that we are required to close, we will inform parents as soon as we are able to and also publish information on our website. We do not wish to alarm you but feel we need to share this information with you from Friday's update now we have the planning in place.



We understand this is a difficult time and there are concerns. However, we would like to take this opportunity to reassure you we are taking every necessary step to prevent the spread of germs. We have increased our daily hygiene routines for the children and our cleaning regime within the school. All children and staff have the same expectations and we are monitoring this closely. As detailed in our letter last week, following guidance, we have now cancelled school trips, large gatherings of people together, whole school assemblies.

We know that it is difficult that we have had to postpone parent's evenings and that like you we enjoy this time to share your child's progress both socially and academically. However, with the pressures on teaching staff we will not be able to give you these updates in alternative ways until we are able to reschedule.

We recognise that taking precautionary action and the cancellation of FOSIS / PTFA community events has been really disappointing. We would like to thank all the FOSIS / PTFA committee for their continued hard work.

We would like to share with you the guidance on absence and attendance from the Local Authority. This is as follows:

### **How should schools record attendance?**

Where a pupil cannot attend school due to illness, as normally would happen, the pupil should be recorded as absent in the attendance register and the school will authorise the absence. Code I (Illness) should be used in this instance.

Where a pupil is in self-isolation, in accordance with latest information and advice from Department of Health and Social Care and Public Health England, the pupil should be recorded as unable to attend due to exceptional circumstances in the attendance register. Code Y (Unable to attend due to exceptional circumstances) should be used in this instance.

Where a pupil's parent/guardian refuses to send them to school, the pupil should be recorded as unauthorised absence in the attendance register.

Should you be in isolation with your children we have set up a page on both websites that can be found here:

**Infant-** <https://www.shirleyinfantschool.org.uk/page/?title=Home+Learning&pid=168>

**Junior-** <https://www.shirleyjuniorschool.org/page/?title=Home+Learning&pid=30>

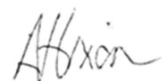
On this page there are useful links to websites and ideas that you can work with your child at home. We have also highlighted basic skills that you can practise with them too.

We will continue to communicate with you regularly. The updates are changing regularly and we will ensure to keep you as informed as quickly we can. Thank you to those of you who have offered support or kind words in these difficult and unusual times.

Yours sincerely,



Cate Gregory  
Headteacher, Shirley Infant



Annette Hixon  
Headteacher, Shirley Junior

