



CORONAVIRUS / Covid – 19

Update 16th March 2020

Dear parents/carers,

As you are aware, the government's guidance on the Coronavirus / Covid-19 has changed from the 'contain' phase to one of delaying the spread of the virus. We are getting in touch to let you know what we are doing in light of this, and what we expect from all of you, to help make sure our school community keeps safe and calm.

We are, of course, very aware of the very complex medical needs of a number of our young people at St Francis School and are taking with yourselves every care to ensure they are protected whilst keeping school open as currently advised by the DfE and LCC.

We would like to reassure you that at St Francis School we are taking all of the necessary steps to protect our community and are continuing to follow official guidance from the Government and Lincolnshire County Council.

What's the current situation?

- The **school remains open** – this is the current official guidance we've been given
- All school functions continue to run as normal – although we are looking carefully at all our meetings and visitors and only continuing with external people entering school where it is essential. For example, while we remain open, we will be conducting Annual Reviews over the telephone.
- If your child has any of the following symptoms they **should remain at home for 7 days**:
 - a new, continuous cough and/or
 - a temperature
- If your child is unwell, report this as you would normally by phoning or emailing school
- **Given the complex nature of many of our young people we understand and support any decisions to keep your child at home to self-isolate. If you choose to take this action it will not impact on your child's attendance record.**
- We'll keep you up to date with any changes to the current situation

What we're doing to protect and support pupils and staff

- If a pupil is taken unwell (coughing / high temperature) while in school we will keep them separate from the rest of the class and contact family to come and collect them immediately
- We are continuing to maintain our very high levels of hygiene and cleanliness and taking extra precautions eg extra cleaning of handles / hard surfaces etc
- All staff have received additional guidance about careful and regular handwashing
- If a member of staff has had any possible contact with people who may have / be considered to have the virus, those staff are told to remain at home and self- isolate. We will contact parents of the children in the area to make them aware if this occurs

What we need you to do

PLEASE ENSURE YOU ARE CONTACTABLE AT ALL TIMES

- If you've recently changed your contact details, please inform the school office **as soon as possible** via [email/telephone]
- Talk to your children about the coronavirus where appropriate. In these uncertain times, we should make sure children feel supported. [BBC Newsround](#) has regular updates for younger children and [YoungMinds](#) has practical steps older children can take to help with anxiety
- Come and collect your child straight away, if we ask you to (we'll contact you if they become ill with either a temperature or a new, continuous cough)
- For each class the class teacher will be your point of contact should your child not be in school and the teacher will provide appropriate lessons / resources for you to continue to support your child at home. These will of course vary dependent upon the learning needs of your child.

What happens if the school has to close?

We will only close if we are either officially advised to do so or we don't have enough staff to run the school safely. There may be a case for closing a particular class / area of school if there are insufficient staff available to safely support your son / daughter.

In either case, we will:

- [Inform you via Twitter](#)
- [Information will be on the school website](#)
- [Parents, staff and transport will receive a text message via Parentmail](#)
- [An email will be sent to Lincs FM](#)

- We will use the same system to inform you when the school will be reopened

Please keep in mind that we are only sending out this information to help the school community prepare. There are currently no plans to close at present.

If you have any questions

Please consult the:

- School office, if you have any questions about our response to this issue
- [NHS](#), if you want to know more about the symptoms of coronavirus. If you think you or your child may have the symptoms, use [NHS 111 online](#) if at all possible before calling 111
- Department for Education's coronavirus helpline: 0800 046 8687, if you have any questions about the government's response to coronavirus in relation to schools
- Government's [travel advice](#), if you want to know whether any upcoming trip or holiday you're taking abroad should go ahead

It is a tricky time and we know you will be concerned about the impact this might have on our community. It is important we keep each other safe and talk about these events to help with any anxiety.

Thank you for your continued support.

Ann Hoffmann / Helen Todd
Head Teacher