

16th March 2020
20:30hrs

Dear Families,

Re: COVID-19 (Coronavirus) update following Prime Minister's news conference

Following the Prime Minister's news conference this afternoon, I am writing to update you on the latest official guidance and what we need to do to keep our community safe and the school running smoothly:

- anyone who has a new continuous cough and/or high temperature should be self-isolated for **14 days**. **All members of the household (siblings included) should also not leave the house for 14 days**. This has increased from the previous guidance of 7 days
- **please do not send your child to school if they present with these symptoms** as it is a risk to the school population and causes unnecessary work for our staff who will have to contact you to pick your child up straight away
- **all staff have been asked to upload work from lessons to Show My Homework (SMHW)** so that any students who are required to self-isolate do not miss out on what was taught in lesson. This will start from today.
- as mentioned in previous correspondence, the IT team are working hard to set up **Microsoft Teams** so that in the event of a long-term closure, webinars may be set up for **online learning**. More information will follow once this has been set up and tested
- there is currently no official guidance on what will happen with **GCSE examinations/public examinations**. As soon as we know what the arrangements are, we will let you know
- any students who show symptoms during the school day will be isolated in the staff room until they are collected from school
- we ask for all parents/carers to check their child's equipment to ensure that they have everything that they need, preventing further the risk of cross contamination
- assemblies have been cancelled until further notice
- deep cleaning of the school will continue, including the cleaning of all touch points throughout the day

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We ask that families **only contact school to report an absence or for urgent matters**. Please keep messages concise as we anticipate the number of calls/emails to rise over the coming days. Any non-essential contact should be avoided as it unnecessarily slows down processes at this uncertain time.

I would like to reiterate that information about COVID-19 should be taken from official government websites and any information about Burton Borough School should be from the official information we send out. This avoids information that is speculation or hearsay causing panic and upset which is unfair to those in our community.

Our staff, both support staff and teaching staff, are working incredibly hard to ensure the school is able to run as smoothly and safely as possible. I would like to thank them for all their hard work.

Finally, I would like to thank families who have taken the time to show their support and kindness to our staff today. We really appreciate your understanding that this is a situation that is new to us all!

Yours sincerely,



Krissi Carter
Principal



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