



# St Alban's CE Primary School

**Executive Headteacher: Mrs Alison Adair**  
**Head of school: Mrs Amy Gurner**

Morthen Road, Rotherham, S66 1EU. Tel: 01709 542878.  
Email: [stalbans@sap.dsat.education](mailto:stalbans@sap.dsat.education)  
*"Educating for life in all its fullness."*

National Support School  
designated by  
  
National College for  
Teaching & Leadership



13<sup>th</sup> March 2020

Dear parents and carers,

## CORONAVIRUS – EMERGENCY PLANNING

We have taken the decision to write to you today to explain our current position in relation to the coronavirus outbreak. As a trust of 15 schools, we have been through our emergency plans and developed contingencies should we have to close our school in response to government guidance or staff absence. The trust and school have been monitoring advice and guidance daily from the Department of Education and the Local Authority. We want to take a sensible approach and not cause panic.

### **Precautionary measures with effect from Monday 16<sup>th</sup> March until further notice:**

- We will continue to ensure that children wash their hands regularly.
- Parents evenings are postponed to later in the summer term.
- Assemblies are cancelled until further notice. We will be holding class assemblies instead of whole school assemblies.
- Educational visits from Monday 23<sup>rd</sup> March will be cancelled. No visits will be planned until further notice, as we cannot guarantee that outside provider's hygiene and cleanliness policies are as robust as those we have in school, plus, importantly, we are unable to know for sure that we will have appropriate staffing ratios at that time due to the potential of staff having to self-isolate. We will be providing refunds for trips that we are unable to reschedule for the end of Summer term. More information to follow.
- Large events such as sport's festivals, discos and PTA events held within school will be suspended until further notice.
- Until further notice, we are asking adults to not stay at drop off for reading morning activities.
- After school clubs are continuing to run – attendance is parental choice.
- Swimming sessions are cancelled as we cannot guarantee that changing rooms have been sanitised following public use. We are making plans to ensure that our Y4 pupils will be accessing swimming sessions in their Y5 year.

### **In the event of enforced school enclosure by the government:**

**At the time of writing this letter, there is no indication from the government relating to an enforced school closure. However, if this guidance was to change, the following would apply:**

- A text message would be sent to parents at the earliest opportunity and the website would be updated to inform you of the closure.
- We are currently negotiating with Taylor Shaw to organise for pack ups to be prepared for children eligible for free school meals to collect daily (this applies to pupils who are eligible for free school meals rather than Universal Infant Free School Meals). Further information will be provided at a later date.
- Each class teacher is preparing a 'to go pack' of activities for children to take home with them. We will also be posting on our website activities regularly for children to access should we have to close.

We will continue to monitor the situation closely and should we get any further advice from Public Health England, the Department for Education or the Local Authority, we will inform you immediately.

The Department for Education has also launched a new helpline to answer questions about COVID-19 related to education. Contact the helpline as follows: Phone: 0800 046 8687

Email: [DfE.coronavirushelpline@education.gov.uk](mailto:DfE.coronavirushelpline@education.gov.uk)

Yours sincerely,  
Alison Adair  
Executive Headteacher

Amy Gurner  
Head of School

