

## **TREFONEN SCHOOL : COVID-19 ACTION PLAN**

**16/03/20**

- 1. KEEP CALM**
- 2. LISTEN TO THE EXPERTS**
- 3. MAKE WISE AND KIND CHOICES**

**There will be difficult times ahead, but this crisis also has the potential to bring out the best in human nature and remind us all how interconnected we are. Let us all try to respond in the calmest, wisest and kindest way that we can.**

**Our school aims to support you by staying open as long as we can, in line with government advice and the local situation.**

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Dear Parent/ Carer,

As you will be aware, the government's guidance on the coronavirus has changed from the 'contain' phase to one of delaying the spread of the virus. We would like 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 would like to reassure you that at Trefonen School we are taking all of the necessary steps to protect our community and are continuing to follow official guidance from the government and local authority.

### **What is the current situation?**

- The **school remains open** – this is the current official guidance we have been given.
- All normal school functions will continue to run, this includes after-school clubs, which will continue to run, as long as the club leader is available, we will let you know if this changes.
- All non-essential activities, such as school visits, visitors, sporting events have been cancelled.
- Staff 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 school as normal.
- If staff or children become unwell on site with a new, continuous cough or a high temperature they will be sent home.
- If your child is unwell, report this as you would normally by telephoning the school on 01691 652960 or sending an email to [admin@trefonen.shropshire.sch.uk](mailto:admin@trefonen.shropshire.sch.uk)
- At this point, there are no changes to the arrangements for national assessments, it is assumed that they will continue to take place on the published dates, but be aware that this information may change
- We will keep you up to date with any changes to the current situation
- School staff are currently making preparations for school closure. We will update you with our 'Remote Learning' Plan in the near future.

### **What we are doing to protect and support pupils and staff**

- If your child feels unwell during the school day, we will notify you, as with current practice, we will expect you to make arrangements to collect your child as soon as possible.
- Our cleaning team will continue to ensure that our school is kept clean, in line with guidance
- We will continue to reinforce and monitor the 'good hygiene' message with children and staff. All classes have implemented specific lessons on how to maintain good hygiene, in line with government advice. Children and staff will be continually reminded about when they need to wash their hands and how they should do this effectively.
- Class teachers will, on a daily basis, discuss any concerns with children, in order to reduce anxiety.

### **What we need you to do**

- If you have recently changed your contact details, please inform the school office **as soon as possible** via the school telephone: 01691 652960 or by email: [admin@trefonen.shropshire.sch.uk](mailto:admin@trefonen.shropshire.sch.uk)
- Talk to your children about the coronavirus. It's a scary time and 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 will contact you if they become ill with either a temperature or a new, continuous cough)
- Let us know if your child does not have access to the internet from home. This will help us to provide appropriate learning materials for your child, should our school be required to close.

### **Social Distancing**

- In order to avoid unnecessary congregation at the beginning and end of the school day, from Monday morning, 16/03/20 we have asked you to drop your child and go. Children will come straight into school, from 8.45am as they would do on a rainy day.
- At the end of the day we will ensure that your child is ready to go promptly, so that you can 'collect and go'!
- We would like to ask parents and carers to avoid congregating on the car park.

### **What happens if we can't provide school lunches?**

- If our school lunch caterers are unable to provide lunches due to staff absence or closure, we will let you know. In this instance we will ask parents to send in a packed lunch, if you are unable to provide your child with a packed lunch, please let us know.

### **What happens if the school has to close?**

- We will only close if we're either officially advised to do so or if we do not have enough staff to run the school. In either case, we will alert you to closure, via parentmail, the FOTS social network and messages posted on our school website.
- We will let you know when the school will be reopened through the same means.
- The school's Leadership Team is currently making contingency plans to provide Remote Education, should our school need to close. These plans currently include a combination of

physical pupil packs and on-line resources via the class portals on the school web-site. The staff are currently preparing to deliver Virtual Lessons, should long term closure be necessary.

- Please keep in mind that we are only sending out this information to help the school community to prepare. There are currently no plans to close.
- If you have any questions please consult the School office.

Our aim is to support you by keeping the school open as long as we can. This is a challenging time and we know that you are worried about the impact this might have on your family and our community. It is important that we keep each other safe and talk about these events to help with any anxiety.

Thank you for your continued support.

With Kindest Regards

Cathy Dunleavy  
Headteacher