



Upper Beeding Primary School

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Headteacher: Mrs R Linford

Monday 16th March 2020

Dear Parents/Carer

Re: Coronavirus

We are sure that you have all been following developments closely over the weekend and would like to reassure you that we are taking all necessary steps to protect our community by continuing to follow official guidance from the Government and West Sussex County Council.

Our main concern is to do everything in our power to ensure that children and staff are both safe and well cared for. We remain committed to providing the very best learning opportunities and support that we can. With these principles in mind, I would like to update you on some adjustments we are making to school routines:-

Currently, Upper Beeding Primary School will **remain open** as this is the official guidance we have been given. However, to minimise risk, we would like to ask parents to limit coming into the classroom so please drop children off at the classroom or external doors.

We would like pupils to attend unless they feel unwell. If your child has **a new, continuous cough and/or a high temperature**, they should remain at home for 7 days.

If your child is unwell, please report this in the normal way through the school office.

If a child complains of any of the symptoms mentioned above, we will contact you to take them home.

What are we doing to protect and support pupils and staff?

- There will be additional cleaning of surfaces that pupils and staff touch, eg, handles, rails and tables.
- All pupils and staff will need to wash their hands with soap and hot water when they arrive at school, before they eat and before they go home.
- We had a whole school assembly about Coronavirus last week and teachers are continuing to talk to the children in their class about the importance of handwashing, hygiene and reassuring children about myths vs facts of this virus.

What we would ask you to do

- Talk to your children about Coronavirus. They may be scared and we want to 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.
- Please collect your child straight away if we ask you to because he/she is unwell.
- **Please let us know if your child does not have access to the internet from home, so we can make sure we're well prepared for remote learning if the school does need to close at some point.**



What will happen if the school has to close?

We will only close if we are either officially advised to do so or we do not have enough staff to run the school and keep children safe. In either case, we will notify parents/carers via email and will also put up a post on our website and Twitter page.

If this happens, we will set work via the VLE. **You will need your parent login to access the VLE (this is the login you use to book parent meeting appointments). Proposed work will be put on the class home page. Please contact us if you do not have your parent login so we can arrange for this to be sent to you. Alternatively, you can use your child's VLE login.**

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

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.
- If you have any questions about the Government's response to Coronavirus in relation to schools, please contact the Department for Education's Coronavirus helpline 0800 046 8687.
- If you want to know whether any upcoming trip or holiday you are taking abroad should go ahead, please contact Government's [travel advice](#).

We understand this is a difficult time and we know everyone is worried about the impact this situation might have on our school and the community. It is important that we keep each other safe and keep communicating about these events to help as much as we can.

Thank you for your continued support.

Becky Linford
Headteacher

