



# West Ham Church Primary School

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Head Teacher: Mrs. Nicola James

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Dear Parents/Carers,

16<sup>th</sup> March 2020

I hope this letter finds you and your family well although I am aware that some of our families have members who are unwell and we wish you a speedy recovery.

I am writing to let you know about the measures we are taking in school regarding the Coronavirus, Covid-19. We continue to follow daily advice from the Department of Education today, which today stated:

- staff, young people 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 education or work as normal. (Note: children with a fever or cough should stay at home for **7 days**.)
- if staff, young people or children become unwell on site with a new, continuous cough or a high temperature they should be sent home.
- clean and disinfect regularly touched objects and surfaces more often than usual using your standard cleaning products.
- supervise young children to ensure they wash their hands for 20 seconds more often than usual with soap and water or hand sanitiser and catch coughs and sneezes in tissues.

We are putting plans in place should the government decide to close schools. As part of this, please expect a telephone call from our office staff over the next couple of days as we check we have up-to-date telephone, email and emergency contact information. It is important you keep us informed about any medical issues regarding your children. We are preparing learning packs for home and will be asking whether you have access to the internet so the children can access online learning platforms. We are aware of reports saying that key workers e.g. health workers will still need childcare in order to complete their vital work even if schools do close and therefore, please let us know if this applies to you.

We have contingency plans in place to safeguard against staff absence. This may involve closing certain phases of the school (e.g. EYFS) to ensure we have appropriate staff numbers to keep your children safe.

Please be rest assured that we are doing everything in school that we can to ensure good hygiene to help delay the spread of the virus. This includes:

- Regular handwashing – upon entering school, after break-time, before lunchtime, after lunchtime and after PE
- Collective Worship in class (no whole school gatherings until further notice)
- Talking to children about sneezes/coughs, how they propel germs into the air: use a tissue, bin it and wash hands after
- Children with coughs/fever looked after in separate location next to the medical room and sent home asap
- All doors to be pinned open; open windows (and fire exits if not too cold)
- Staggered lunchtimes (completely separate shifts, surfaces wiped in between each shift)
- Break-times – children to use space including Astroturf (**not** adventure trail)
- No indoor PE – organise to be outside
- Outside learning – children outside as much as possible
- Classes to be split where possible into smaller groups (e.g. Y1/2 = Y1 library, Y2 classroom)
- Breakfast club – only children come through front door, staff member to let children in
- Regular cleaning of classroom surfaces with anti-bacterial spray/wipes
- After school Clubs/Nurture – children to exit through hall not front entrance. Place sign on front door and inform parents through text.

Please note the following:

- Our office will be closed to visitors from today so if you need to contact the school, please do so by phone or email ([info@westham.newham.sch.uk](mailto:info@westham.newham.sch.uk))
- Please do not come into the school yourselves e.g. breakfast club - children only enter school, **after school clubs and nurture – collect from playground as children will come through the hall doors**

Due to the uncertainty regarding school closure and advice about the spread of the virus in large gatherings, we will be cancelling Class 4 Easter Experience and our Easter Service at West Ham Church.

We hope all our families keep safe during this time.

Warm regards,



Mrs. James

Headteacher