



Ellingham C of E Aided Primary School  
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This communication is available in alternative format on request

Mrs D Lakey : Headteacher

*A small school with a big heart:*

*Where each person can become who God intended them to be.*

## Planning for Coronavirus

12th March 2020

### Current Situation

The current position for schools is that we follow the educational advice provided by the Department for Education and Public Health England, which gives detailed information on what to do to prevent viral spread and answers specific questions about what to do if staff/ pupils etc. present with infections, or have returned from infected areas. The Department for Education has also provided a dedicated schools' helpline, where staff/parents can get additional, specific support:

Phone 0800 046 8687

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

I receive daily updates from Public Health England, the DfE and Northumberland County Council. We will always act rapidly to follow advice given to us and inform families of any changes to arrangements or procedures.

### Work ongoing in schools right now

We are working to prevent the spread of the virus through:

- Information/ posters/ teaching about handwashing
- Additional cleaning of communal areas/items, such as door handles
- Tissues are widely available
- Hand sanitisers are available in all classrooms and the Hall
- Visitors have access to handwashing and/or sanitiser on entry/exit.



### In preparation for an instruction to close:

- Ensure suppliers/ visitors are aware of the potential closure and know how to communicate with the school electronically.
- Ensure that staff have access to IT systems that will mean they can work at home. (teachers/ support staff/ administrative staff)
- Ensure pupils have access to Logins or any other information that will support them with e-learning at home.
- Ask parents/carers to inform us if their child/children will not have access to online homework and resources.
- Headteacher to co-ordinate e-learning, including pre-checking posts.
- Have work that is paper based ready to be copied should we need to provide some paper based work to families without internet access.

### In the event of a direction to close schools

#### Pupils and Parents

Should schools be directed to close, the Headteacher will send out notification to all pupils and parents. This will be done through the standard school communication systems and will include:

- Information about work being sent home
- Information about e- learning and other homework
- Notification of website addresses/ virtual learning portals
- Ways pupils can send work electronically to staff
- How parents will be notified when the school reopens

## **Staff**

- Teaching staff will be expected to provide appropriate work that children could access electronically.
- Staff need to report for work to their line managers by email/ text and also notify line managers if they become ill.
- The Caretaker will be asked to do a thorough clean of the school, where appropriate prior to complete closure.

## **School's remaining open**

If schools are not closed nationally, a decision will be taken locally by the Headteacher about any school closures. We would aim where possible to keep the school open and to follow advice locally from Northumberland County Council.

Should the Headteacher be aware that staff/ pupils are becoming ill, we will follow the guidance of the DfE/ Public Health England. We will aim to keep school open if directed to do so by:

- Relaxing class size regulations, where practical to do so
- Sharing staff across school
- Asking families to provide packed lunches, if our cook is unwell (FSM pupils would be catered for)
- Reducing after-school provision
- Prioritising pupils in Year 6, in preparation for National tests.

Diane Lakey (Headteacher)

