

13th March 2020

Dear Parents/Carers,

Re: CV19

You will no doubt be aware of the Government's announcements with respect to the unfolding situation with CV19. I am writing to share with you the School's contingency planning as it stands today, with the information that we have. The main priority is the health and safety of all members of our school community and of course, ensuring that we are able to remain open as long as possible in particular to support parents who work in the emergency and public services whose roles are crucial in this situation. Above all, it is important that we take a calm and pragmatic approach to managing this situation and thank you in advance for your support.

School Trips Abroad

The Government has announced that these should not go ahead. The School will liaise with insurance companies regarding the next steps and inform those affected as soon as we have information to share. Regrettably, we are unable to answer individual queries about this at this time.

Self-isolation/Being unwell

The School has a single point of reference to information in relation to feeling unwell: <https://www.testvalley.hants.sch.uk/>. Regrettably, we are unable to answer individual queries at this stage and want to avoid any miscommunication so please do refer to our website for information.

Pupils who are self-isolating: please be reminded that if this is the case, pupils must be doing exactly that and must not be out and about in public places when off school. Please call the **absence line as usual** if your child is not in school, notifying us of the reason.

Measures in school

Parents/Carers: please avoid coming to the School unless absolutely necessary. If you do need to come on site, please use hand gels situated in reception areas.

We will continue with our programme of additional cleaning throughout the day. Pupils in PE lessons will be asked to wash their hands at the beginning and end of lessons and in classrooms where there are such facilities. We will do all we can to mitigate the risks of contact points.

— HEADTEACHER ▪ MRS F.A. DEAN M.A. (ED) NPQH —
— HEAD OF SCHOOL ▪ MS T. WILDEN B.A. (HONS) —

Roman Road, Stockbridge, Hampshire SO20 6HA — Tel 01264 810555
Email: office@testvalley.hants.sch.uk — Website: www.testvalley.hants.sch.uk

Pupils must ensure that they:

- always have their own equipment (such as pens) to avoid the need to share
- carry tissues
- carry a reading book in case of being in a lesson where we are unable to provide a specialist teacher
- wash their hands before eating and follow the advice of class teachers throughout the day.

We are placing paper towels in all toilets so that pupils can use these to turn off taps after handwashing. We respectfully ask that pupils are mindful not to be wasteful of this resource.

The School aims to stay open and maintain a normal provision so far as we are able. That said, following the Government's advice yesterday, we will find that a number of members of staff may need to self-isolate and as parents/carers will be aware, it will be extremely difficult to find agency staff at the moment. If we reach a situation where we are unable to safely staff the School, we may need to implement a partial school closure. Please look out for a school communication entitled **CV19** which we will use to notify parents/keep you updated.

Our priority in keeping the school open is as follows:

- For all Year 11 pupils
- For Pupils in Year 7 where we recognise that alternative arrangements may be more difficult for parents

We are very mindful that even a partial school closure could have an impact for parents who work in the emergency services and social care. We will work with you on an individual basis in making our best endeavours to support you in being able to continue at work. If you are in a role that is crucial to the public service and your child is affected by any partial school closure, please do liaise with us through the general email: office@testvalley.hants.sch.uk, marking clearing in the heading **Priority Workforce** so that we can do our best to help. If, however the School is told by Public Health England that closure is necessary, we will follow their advice unequivocally.

Catering in school: at the moment, we are able to provide our full catering provision. *If our provider is unable to staff this at any point*, we will need to ask all pupils to bring packed lunches to school. Of course, we will endeavour to keep some provision open but please do be aware of this. If we are unable to provide catering, we will send a school communication entitled CV19 to notify parents so please do look out for this. For pupils who are in receipt of Free School Meals, we will continue to provide food in school.

If we do need to close the school either partially or fully, work will be available to pupils via online platforms. Should this be the case, parents will receive notification of this from Deputy Headteacher, Mr. Page, who leads our curriculum work.

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Lettings and Clubs

All lettings and clubs will continue as normal unless we are advised by the third party that events are cancelled in which case, those affected will be informed. Our Site Manager, Mr. Jones, is liaising with all organisations that let our premises to work in partnership to ensure that all possible measures are taken to minimise risk.

Parents/carers, thank you so much for your support. This is uncharted territory for the School and you will understand that the situation may change on a daily basis. It is important to state that there is no need for alarm: we are being pragmatic in our approach, making all possible adjustments and acting on advice from Public Health England. Whilst in School, pupils must go about their daily routines as normal.

Yours sincerely,



Mrs. Dean