



13 March 2020

Dear Parent / Carer

Manor School is committed to ensuring the highest level of education and development for all of its students. This is particularly important during times of disruption which can be caused by a variety of different scenarios. As you will be aware, in recent weeks, there has been an escalation in the potential disruption to our normal services caused by the Coronavirus.

As Principal, supported by the Chair of Governors, the CEO of Nene Education Trust and the School Incident Management Team, we will be responsible for the coherence and effectiveness of the school's emergency and business continuity planning arrangements. This includes ensuring that the school is fully prepared to cope with any incident that may arise and providing a continued education and place of safety for the students.

This Emergency and Business Continuity Plan will enable our school to fulfil its obligations to:

- Protect the vulnerable, students and staff
- Support the work of the Emergency Services
- Maintain business continuity when faced with any disruptive challenge

At all times we will follow the advice and guidance provided by the government in general and the Department for Education (DfE) with decisions that impact on educational settings, in particular. Having said this, we have also put in place a number of additional measures in order to:

- Protect staffing levels by having as many healthy staff in school as often and for as long as possible
- Minimise the number of people who come to site to reduce risk
- Minimise the amount of travel our students complete, in and around school hours

This is also designed to provide some clarity to parents over a longer time period, between now and Easter, so we are not having to repeatedly make decisions about the same thing.

Therefore, from Monday 16th March and until 3rd April (Easter holidays):

All **internal** activities between 8am and 4:30pm will continue as normal - this will therefore include breakfast club, sports clubs, revision sessions and detentions.

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Events/Fixtures

Calendared events that are outside of the school day or involve visitors to site during the school day will be postponed or cancelled (i.e. KS3 music concert/primary sports competition). School fixtures and events involving other schools will be cancelled.

Trips and visits

Trips occurring within the identified timeframe will be cancelled or postponed. We are currently negotiating with the operators to rearrange the 2 creative arts trips planned in the next few weeks (Theatre/Opera). Further details will follow in due course.

At present, as our other currently booked trips and visits for this academic year are well beyond the Easter break, including residential visits to the Brecon Beacons, Holland and Germany are planned to continue as normal, as guided by the tour operators and our outdoor education advisers. However, we are in regular contact with our advisers and updating risk assessments as a result and so this may change.

As and when we receive any new advice from our advisers, or the Department for Education, we will notify affected families as soon as possible. Our tour operators are following national guidance from the Foreign and Commonwealth Office as outlined [here](#).

What can you do to help?

Prevention still is the main aim, therefore, please continue to encourage your child to follow the government advice regarding

- hand washing – 20 seconds+ especially after food, toileting, breaks, on arrival to and before leaving school
- covering your cough or sneeze with a tissue and throwing the tissue in the bin
- visit the NHS 111 website if any symptoms appear, follow their advice and inform the school
- please make sure the school is aware if you have plans to travel abroad or if any students and/or family members are returning from travelling abroad.

In addition, facilitating your child with their own sanitizer that you know is safe for them will be helpful and will further help to reduce disruption to lessons.

Cleaning and maintenance

Our current, enhanced, cleaning regime will continue for the foreseeable future. Additional cleaning products have been purchased for use across the school with high volume areas being prioritised and cleaned more frequently (i.e. canteen/toilets).



The toilets remain open and hourly toilet checks are taking place to monitor hygiene and cleanliness and ensure that soap is available at all times. We will continue to encourage students to use the facilities at break and lunchtime and discourage using the toilet facilities during lesson time to minimise disruption to learning, however, all toilets are available if required.

Potential future school closure

If a decision is made to close schools, either nationally or locally, if conditions mean it is impossible to maintain the health and safety of students due to staff or student illness the following will be put in place:

Student work

Staff will set student tasks and work online via Show My Homework. This will be either recall and consolidation of knowledge from previous learning, or project-based work to enhance and develop current or future content.

If your son/daughter is in Year 11-13, a different range of work may be set as appropriate to each subject and include examination questions.

We encourage students to communicate with staff via Show My Homework to ask questions and queries about the work that has been set. We will issue a timetable of staff availability so that if students want to timetable their work to enable teacher support they can do so. At other times teaching staff will respond within 24 hours.

Over the next few days, Form Tutors will re-issue pins for Show My Homework to ensure that students and parents have the appropriate access required.

Safeguarding

In the event of a school closure there will be provision put in place for the reporting of any safeguarding issues and staff will be available to follow-up as necessary. The process for doing this will be clearly communicated if the school is closed.

Next steps.....

We are still hopeful that the school will remain open throughout the next few weeks and that there will be no disruption to lessons and examinations as we move forward.

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MANOR SCHOOL SPORTS COLLEGE

As a result of this letter, the website and communication from the CEO we have shared with you all of the information that we currently hold. I hope that this helps to provide reassurance to you at this time of uncertainty.

However, please be aware that this is a fluid situation that has the potential to change on a daily basis and therefore we will aim to continue to communicate with you through all of our channels as soon as any of the situations described above change or new information becomes available.

If there are any further urgent queries please contact the school or alternatively the DfE have set up a helpline as follows:

Department for Education coronavirus helpline

The Department for Education Coronavirus helpline is available to answer questions about COVID-19 relating to education and children's social care. Staff, parents and young people can contact this helpline as follows:

Phone: 0800 046 8687

Email: DfE.coronavirushelpline@education.gov.uk

Opening hours: 8am to 6pm (Monday to Friday)

Yours sincerely

Jay Davenport
Principal

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