

Coronavirus

Action Plan

Current Advice

- ✓ Wash hands – at the start of the day, after break, before lunch and after lunch break.
Children should use a hand sanitizer in the dining hall.
- ✓ Children reminded how to dispose of tissues if they have a runny nose
- ✓ Cleaners reminded to clean door handles and other 'high risk' areas. Checked by SLT and site manager
- ✓ Parents to receive regular updates from the DFE and county about latest national advice, sent via the headteacher and office

Current government advice is for schools to stay open.

School Action Plan in the event of a school closure

Should the school close, the following procedures will take place:

What	When	Who
School is advised to close by government	As soon as advised from county.	Head to contact Ms Mutton Head to contact Chair of Governors
Chair of Governors to inform members of the governing body		Mrs Stanmore
Office staff send out text to all staff Office staff send out parent mail informing them of closure Parent mail to include instructions for parents on how to access website for daily homework. Mail to inform parents that they should check the news section of the website every day for further updates.	Day of school closure.	Office staff Office staff
New folder set up on website under each year group called 'school closure daily learning'	Day of school closure.	Mrs Opsahl Gordon
Heads of year to email daily dated homework to Mrs Opsahl Gordon which will be posted on the website in year group folders under 'school closure daily learning' Homework to be emailed to Mrs Opsahl Gordon by 9 00am	Every day throughout closure.	Heads of Year and Mrs Opsahl Gordon

Mrs Opsahl Gordon to liaise with Headteacher on a daily basis and upload daily news updates		Headteacher and Mrs Opshal Gordon
Government advises school to reopen		Head to inform Ms Mutton
Parent mail to parents Phone call to parents without computer access Text message and email to staff		Office
Cleaning company contacted	ASAP once instructed from county.	Mrs Benton