



## Dear Parents and Carers,

17.3.20

I am writing to update you about the steps that we are taking to try to minimise the impact of Coronavirus on our school and the wider community. Whilst we do not want to be alarmist, we are concerned for wellbeing of everyone in our community - our children, parents, grandparents, staff and visitors as well as all those that these people may come into contact with. We are receiving daily updates from the Department for Education and are taking advice from the local Public Health Team.

As you will be aware from National guidance the advice has changed regarding any member of the household who is showing any symptoms at all (raised temperature/fever, cough) all the members of the household should stay at home and self-isolate, to avoid spreading infection to others.

Along with increased cleaning; we are also ensuring regular hand-washing is routine for all children, would you please continue to reinforce the importance of frequent hand washing for at least 20 seconds with your child at home.

In line with guidance we have reviewed:

- morning drop-off arrangements which will continue as today going forwards
- after today all sports / afterschool activity clubs will be cancelled until at least Easter
- all external lettings have been cancelled
- we are minimising the number of visitors who come into school
- only essential professional meetings are taking place on the premises

Following government guidance, it is likely that we will start to deal with higher than average cases of absence; therefore we would ask that any report of a **NEW absence** is emailed / telephoned in to the school office **before 9.30am** and if your child or a family member is self-isolating please make this clear in your message so that registers can be appropriately coded.

To report a **CONTINUING absence** including where your child / a family member is self-isolating, please email or call **after 10am** if possible to report the absence each day.

Whilst the current government advice is for schools to remain open, this is dependent upon there being sufficient staff available to supervise the children and ensure their safety. Therefore it might be prudent for parents and carers to make contingency plans should we need to close the school if the advice from Public Health England changes or a local decision necessitates a partial or full closure.

Where parents or carers need to communicate with staff in school, we ask that wherever possible, this be done by email or phone.

Headteacher: Mrs A Hannaway

The Broadway, Norton, Stourbridge, West Midlands, DY8 3HL (For SAT NAV use DY8 3HP)

Telephone: 01384 818600 e-mail: [info@gig-mill.dudley.sch.uk](mailto:info@gig-mill.dudley.sch.uk)

In addition to the previous letter we wish to advise you of the following postponements:

- Year 2 trip to Birmingham wildlife conservation park -Tuesday 24<sup>th</sup> March
- Book Fayre -Thursday 26<sup>th</sup> and Friday 27<sup>th</sup> March
- Tuesday 31<sup>st</sup> March -Year 2 SATS meeting for parents
- Year 6 Bellboating -Wednesday 1<sup>st</sup> April and Thursday 2<sup>nd</sup> April
- Y4 Egyptian performance for parents -Wednesday 1<sup>st</sup> April
- Reception visit to Sycamore centre- Friday 3<sup>rd</sup> April

We currently do not know when it will be possible to rearrange these events.

Thank you for your understanding during these unprecedented times.

Should there be any further guidance for schools, we will of course communicate these with you as soon as possible.

Yours sincerely,  
Mrs Hannaway