

3<sup>rd</sup> June 2020

Dear Parent/Carer of \_\_\_\_\_

I hope that this letter finds you well. As you are aware, our Academy remains closed for the majority of staff and pupils due to COVID 19, however you are receiving this letter as your child is part of our priority group for vulnerable pupils and those children of keyworkers. Your child is therefore eligible to attend full time. We appreciate that sending your child to school may not be an easy decision at the moment and this letter is intended to reassure you of the measures we have put in place to make our Academy as safe as possible. It is important that we support your child in their learning and also provide pastoral support for them in these difficult times.

As the COVID-19 lockdown is eased, we recognise that the Academy needs to return to normal operations where possible and adapt to new ways of working in response to the latest government advice. **To come safely back to school your child must follow these instructions:**

- Please take your child's temperature before leaving home.
- They should arrive at: 8.45 am for Years 7 and 8 and 9.00 am for Years 9 and 10 and will leave school at: 2.50 pm for Years 7 and 8 and 3.00pm for Years 9 and 10
- They should access school using the entrance at: Raveloe Drive
- They must not arrive with anyone else and should enter the site unaccompanied unless otherwise arranged in advance.
- They must follow the guidance set out below.

**To reduce the risk of infection, the Trust has introduced the following measures:**

- Social distancing. Everyone should take steps to avoid crowding and minimise the opportunities for the virus to spread by maintaining a distance of 2 metres (6 feet) between individuals. Barriers will be installed at all counter services e.g. reception. When queuing or waiting in line pupils should stand back from the counter and observe the social distancing floor markings. Be respectful of others and keep 2 metres apart.
- Installing additional handwashing facilities/hand sanitisers, including at entrances and exits;
- Cleaning and sanitising work areas and equipment frequently including all touchpoints such as balustrades, handrails and door handles
- Displaying signage and posters to provide regular reminders to pupils and staff to maintain hygiene standards;
- Limiting classrooms to 9 pupils with fewer tables and chairs in the room.
- Parents to make an appointment before visiting the site.
- Closing all catering facilities and dining rooms. Instead, pupils will be provided with a packed lunch to eat in their classroom. Pupils may also bring a packed lunch with them.
- The number of staff and pupils on site at any time will be strictly limited. The majority of pupils and staff will continue to work from home. This protocol will be kept under constant review and will be updated when, and if, there are changes to guidelines and advice from government and associated agencies. Pupils with serious underlying health conditions who have been advised to shield against Coronavirus should continue to do so for the duration of their shielding period.

**Principal – Mrs Homeira Zakary**

Raveloe Drive, Nuneaton, Warwickshire CV11 4QP

Telephone: 024 7674 4000

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Full details including our risk assessment are available at:  
<http://www.midlandacademiestrust.co.uk/covid-19>

**How can you stop coronaviruses spreading?**

If you need to cough or sneeze			You should wash hands with soap & water or hand sanitiser				
							
Catch it with a tissue	Bin it	Kill it by washing your hands with soap & water or hand sanitiser	After breaks & sport activities	Before cooking & eating	On arrival at any childcare or educational setting	After using the toilet	Before leaving home
<input checked="" type="checkbox"/>	Try not to touch your eyes, nose, and mouth with unwashed hands		<input checked="" type="checkbox"/>	Do not share items that come into contact with your mouth such as cups & bottles		<input checked="" type="checkbox"/>	If unwell do not share items such as bedding, dishes, pencils & towels



**If you or someone you live with has coronavirus symptoms.**

It is absolutely essential that if pupils, or anyone they live with, develops any one of the following symptoms they do not attend school and self-isolate in accordance with the Government's guidance at: [www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection](http://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection)

- a fever, particularly a high temperature (i.e. a temperature of 37.8 degrees or over); and/or
- a continuous cough
- a loss of, or change to, sense of smell or taste

Parents must follow the normal absence reporting procedures to inform the Academy if their child is not coming to school for any reason including due to COVID-19 symptoms. The Government has issued the following advice to educational settings on Coronavirus testing: *“Pupils in all settings will be eligible for testing if they become ill with coronavirus symptoms, as will members of their household. This will enable children and young people to get back to childcare or education, and their parents or carers to get back to work, if the test proves to be negative. A positive test will ensure rapid action to protect their classmates and staff in their setting.”* If a pupil is awaiting collection due to having symptoms, they will be moved wherever possible, to a room where they can be isolated behind a closed door (isolation room) until collected. Parents must collect pupils as soon as possible.

**Transport**

The Trust encourages pupils to minimise their use of public transport, including by walking or cycling where possible. When using a private vehicle to make a journey, cars should only be shared by members of the same household. Where pupils need to use public transport, social distancing should be taken into consideration, staying two metres away from others and avoiding touching surfaces wherever possible. The Government advises the wearing of a face covering when using public transport. Currently all cross Trust competitions, trips/visits, cross Trust lessons (MAT option) and fixtures have been cancelled.

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## Face Coverings

The use of a face covering is a matter of individual choice. If pupils choose to use a face covering, they must follow the Government's advice at [www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering](http://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering). All first aiders will be supplied with a full face-fit mask (FFP3) and eye protection, which will be worn when administering first aid.

If you require any further information please visit our School website in the first instance, or contact [info@george-eliot.warwickshire.sch.uk](mailto:info@george-eliot.warwickshire.sch.uk) or phone 07583063826

## We need your child to play their part by:

1. Only coming into school if they are well and no one in their household is self-isolating or has been asked by the NHS Track and Trace team to stay at home.
2. Pupils who display symptoms at school will be isolated and parents must collect them quickly and take them home to self isolate
3. Being respectful of others and keep 2 metres apart. Observe the social distancing signage, floor markings and directional signage at all times.
4. Washing hands often, with soap and water for at least 20 seconds or using a hand sanitiser upon arrival at home or school, when blowing their nose, sneezing or coughing, after exercise, after holding handrails, visiting the toilet or before eating and handling food. Avoiding touching the eyes, nose, and mouth with unwashed hands
5. Covering coughs or sneezes with a tissue, then throwing the tissue in a bin and washing their hands
6. Opening door handles using a clean tissue or paper towel and disposing of properly in a bin afterwards
7. When passing on the stairs or corridor keeping to the left and waiting on the landing areas until the stairs are free to use. Always keeping at least 8 stairs apart from others
8. Remaining in their allocated classroom and only leave with permission.
9. Parents will only be allowed onto site if they have made an appointment.
10. Following the instructions of staff at all times.

We ask for your support in ensuring that your child abides by the above. We will be in touch with parents immediately where a pupil puts other pupils and staff at risk by not following this.

Thank you for your support in ensuring our pupils and staff are as safe as possible.

Thank you in anticipation for staying alert, helping to control the virus and ultimately save lives.

Yours sincerely



Marion Plant OBE  
Chief Executive Officer



Homeira Zakary  
Principal

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