

ST JOSEPH'S



Westminster Diocese
Hertfordshire County Council

St. Joseph's RC Primary School

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Headteacher
Mrs L Payne

13th March 2020

Dear Parents and Carers,

As mentioned yesterday, we are receiving daily updates from the Health Authorities and the Department for Education about Covid-19. I appreciate this is a very worrying time for you and therefore I would like to share our Covid -19 procedures and hopefully this will alleviate any of your concerns. Our first priority is the health of our children, staff and families, who make up our learning community.

What is happening in school now?

We are currently in Stage 2, the Prevention Stage.

In line with the latest government advice, the following procedures are in place:

- Regular hand washing, throughout the day.
- We are following the advice to **Catch it** (sneeze in tissue), **Bin it** (tissue), **Kill it** (wash hands with soap and water).
- Additional cleaning is in place to ensure that surfaces, handles, keyboards, light switches are being cleaned.
- All classes have antibacterial spray to disinfect surfaces.
- High temperature or persistent cough absenteeism is being monitored and Public Health advice sought.
- As a precaution, any pupil/staff with a high temperature or new, persistent cough will be sent home to self isolate.
- If your child has a new, persistent cough, please do not send them into school and follow Public Health guidance. If you are unsure, please call 111.
- All visitors **must** use the hand sanitiser in our reception area.
- To limit contact, parents must wait in the reception area when picking their child up from any after school clubs.
- All trips and sporting fixtures have been postponed.
- The school is prepared for home learning in the event of school closure.
- All parents should complete the online home learning survey. **This is very important.** Please ensure you have completed our questionnaire.
- Online learning information will be distributed to parents. You will soon be receiving log-in details for your child's online learning programmes. E.g. My Maths, Reading Eggs, Education City and Times Tables Rock Stars/Numbots.
- During Mass, the following procedures will be implemented:
 1. The host is given in the hand.
 2. The sign of peace is suspended.
 3. The Precious Blood has been removed.
 4. No Holy Water.
- Parents are to inform the school if they plan to visit any of the infected areas during the Easter holidays.

It may be necessary to move to Stage 3 (Delay Stage). This will mean we will implement the following:

- Further reduce any large gatherings such as: Masses, assembly, school events, trips.
- Increase the time of exclusion from school for those with symptoms.
- Additional, thorough cleaning.
- Postpone all trips.
- Postpone all sporting fixtures.
- Continue to send children home with symptoms.
- Follow advice from Public Health and implement any new actions.
- Reduction or exclusion of visitors.
- Home learning timetable and information sent to parents.

Will the School close?

Stage 4 Containment

We are aware we may get little notice of school closure. The school will only close following government advice **or** if we are unable to open due to staff shortages. Rest assured, I will inform you if there are any confirmed cases of Covid-19 in our school.

The following actions will be taken:

- School Closure (partial/full or reduced hours).
- Additional cleaning by specialists.
- Home learning timetables and resources sent to parents.
- Home learning programme starts.
- The school kitchen maybe closed due to lack of staff. Packed lunches will be provided.

How will I know if the school is closing?

We will send you a message using the School Comms text or email.

How will I know if the school is opening?

Again, we will send you a message using the School Comms text or email.

Please keep in your prayers those affected by the virus and all of our healthcare workers during this challenging period.

Thank you for your ongoing support.

Linda Payne