

Dear Parent/Carer

## **Re: COVID-19 planning**

I am writing to share with you Kendrick School's safety and contingency plans in response to COVID-19.

### **DAY TO DAY SAFE PRACTICE**

We are reminding staff and students to wash their hands regularly (using soap and water or alcohol sanitiser); cover coughs or sneezes with a tissue; and to avoid touching their eyes, nose and mouth with unwashed hands.

Soap dispensers are refilled regularly and monitored during the day to ensure that there is a plentiful supply.

If a student displays symptoms whilst at school the parents/carers would be contacted immediately to collect the student and to follow NHS guidelines.

Current advice does not advocate that there is a need to self-isolate or close the school unless under very specific conditions or directed to do so by NHS England. However, you will be aware from the news that the government is planning for a range of future scenarios, one of which includes the possibility of a temporary school closure. Whilst I sincerely hope this will not be the case, we have the following plans in place.

### **DAY TO DAY COMMUNICATION**

We are sending you the daily update from Gov.UK which is providing you with the most updated information from the government on the COVID-19 (coronavirus). In an event of a school closure we will contact you by ParentMail and update our website.

### **SCHOOL CLOSURE AND REMOTE LEARNING**

Given this critical time of the school year especially in respect to examination classes, if the school were to close, we have plans to allow students to continue to learn at home. Whilst there is no substitute for being in a classroom with a teacher, work will be set electronically. Students will be reminded to take text books home with them on a regular basis and staff will communicate with them by school email. Please email [admin@kendrick.reading.sch.uk](mailto:admin@kendrick.reading.sch.uk) if your child would not have access to a computer at home during a school day. Although students would not be expected to work from a computer exclusively, they may need to access work from Google Docs and from email. The school has electronic devices that can be lent to students, however, priority would be given to students in Years 11, 12 and 13. I have asked all Heads of Departments to prepare appropriate work should the school be forced to close.

### **SCHOOL EVENTS**

The Parents' Consultation evenings planned for this term (Year 10 and Year 9) have been cancelled in order to reduce the risk on the whole school community, but in particular the teachers who need to be at school teaching lessons for as long as possible. We will review other events taking place for the rest of this Term and Terms 5 and 6 in light of government advice.

### **EDUCATIONAL TRIPS AND VISITS**

As a school, we will follow all Foreign Office (FCO) and DfE advice. This will ensure that insurances are valid and refunds are payable when necessary. Please note if a parent or carer withdraws their child from a trip that is not cancelled, a refund may not be possible.

### **PUBLIC EXAMINATIONS**

The most current update from OFQUAL is clear that the exam season remains secure and we continue to prepare our students in Years 11, 12 and 13 for their GCSEs and A levels as normal.

### **STAFF ABSENCE**

If high staff absence does become an issue, I will do everything I can to keep the school open. However, we will prioritise examination classes and may have to open partially for other year groups. This will always be a last resort.

### **WELL BEING**

I am very conscious that students, and their families, are worried about COVID-19. We will do all we can in school to reassure students and maintain a calm learning environment.

Current advice is that students should attend school as normal and there is no requirement to self-isolate unless under the conditions set out by Public Health England.

Recognising that COVID-19 is subject to rapid change, once again I would like to highlight to you government websites, which offer factual guidance and advice. Please can you read these carefully as well as all the communication that is sent to you on a regular basis.

[www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public](http://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public)

The Government Coronavirus Action Plan; a guide to what you can expect across the UK –  
[www.gov.uk/government/publications/coronavirus-action-plan](http://www.gov.uk/government/publications/coronavirus-action-plan)

NHS Advice and Guidelines (or call NHS 111)  
<https://www.nhs.uk/conditions/coronavirus-covid-19/>

I do hope that you find our response to COVID-19 reassuring, however, should you have any specific concerns please email [admin@kendrick.reading.sch.uk](mailto:admin@kendrick.reading.sch.uk). Alternatively you can contact the DfE helpline as follows:

Phone: 0800 046 8687

Email: [DfE.coronavirushelpline@education.gov.uk](mailto:DfE.coronavirushelpline@education.gov.uk)

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

**Ms Christine Kattirtzi**  
**Headteacher**