



Wickhambrook
Newmarket
Suffolk • CB8 8XN
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E-mail: admin@wickhambrookschool.co.uk
Headteacher: Miss R Towns

Friday 13th March 2020

Dear Parents and Carers,

We would like to update you on our contingency planning as the coronavirus situation unfolds and there is much speculation in the media around school closures.

As we are now in the government's delay phase of their action plan, the advice from Public Health England is anyone with a fever (temperature of 37.8 or above) or a new, continuous cough must self-isolate for 7 days. If a message is left on the school answer phone a member of the office team will give you a courtesy call to confirm the nature of this illness. This is just to ensure no families or staff members are placed at unnecessary risk. Of course, if you have medical concerns the advice is to call 111. If your child is self-isolating then the school will provide work in line with the information below.

We could find that we become short staffed during this period but will of course make all attempts to keep the school open.

If, in the future we are instructed by Public Health England to close, the school will be closed to everyone and the following would be actioned;

All children will take home a blank exercise book, pencil/pen and a selection of books to read. School work to be completed by the children will be set daily via class Dojo. Children and parents will be able to communicate with their Class Teachers regarding work via Dojo or through the teachers email address (which will be issued).

Our main communication methods remain as Dojo and Parentmail. Please ensure you are signed up to both of these.

There will be an opportunity to borrow a school iPad for those that do not have access to technology to receive homework at home. A lease agreement will need to be signed before any technology is taken home, this can be done in the school office.

If you have any safeguarding concerns or serious concerns you will be able to contact a member of staff on the school mobile - 07748 731848 between the hours of 8.00am and 4.00pm.

We plan to keep in touch with yourselves during this period so you will receive a phone call from your class teacher from time to time.

If Public Health England advises school closures, further details will be issued. However, the current advice is that schools will remain open.

The trips and school events we have planned will go ahead unless we are advised to cancel.

We will continue to monitor the situation and risk assess as we do to ensure that no student or member of staff is placed at unnecessary risk.

If you have any concerns or feel that your child or family may be vulnerable or at risk please do not hesitate to contact the school office or myself. We will continue to keep you updated.

Many thanks for your continued support.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'R Towns', written in a cursive style.

Miss R Towns

Headteacher