

16 March 2020

Coronavirus (COVID-19): 'Being Prepared'

Dear Parents and Carers,

Firstly, I would like to thank you all for your understanding and continued support for staff and students during this uncertain time. We are committed to following Public Health advice as the safest and surest way of keeping our community safe and well.

As you are probably aware, the government's guidance on the coronavirus has changed from the 'contain' phase to one of delaying the spread of the virus. For now, schools remain open but I wanted to make you aware of how Rooks Heath College is putting together a 'Readiness for closure' action plan in the event that government guidance changes and what we expect from all of you, to help make sure our school community keeps safe and calm.

What's the current situation?

- The **school remains open** – this is the current official guidance we've been given
- All school functions continue to run as normal
- Students should attend unless they feel unwell – if your child has any of the following symptoms they **should remain at home for 7 days**:
 - a new, continuous cough and/or
 - a temperature
- If your child is unwell, report this as you would normally by contacting our Attendance Officer or emailing using the attendance@rooksheath.harrow.sch.uk or Contactus@rooksheath.harrow.sch.uk
- We are continuing with trips within the UK unless we are asked to cancel them by the host organisation or pending further government guidance.
- All exams are scheduled to run as normal at this stage, however, please note that we will respond to any official guidance from Ofqual and the DFE

We will keep you up to date with any changes to the current situation

What happens if the College has to close?

We will only close if we are either officially advised to do so or we do not have enough staff to run the College. We will aim to maintain stability for our examination groups as far as possible.

If we are required to close the college, we have put the following actions in place:



- All students will be surveyed to ensure we are aware that they have access to our online learning platform which is Canvas.
- We will ask all students to confirm they can access this by sending a message online from home.
- All subject departments will be preparing a series of activities which will be available on Canvas for students to access and allows for study for up to four weeks. We would expect students to use the allocated number of sessions in a normal school week for each of their subjects.
- We will ensure that all our examination groups have access to the revision resources they require and are able to communicate with their teachers via Canvas if they have any queries.
- We have asked our staff to be available online during the working hours of the school day to respond to student queries according to their normal timetabled sessions, where possible and practicable for them.
- Any further information you need, including re-opening dates will be shared via our website and on MCAS. If you would like to receive communication by email, please click [here](#) to complete a short questionnaire.

Please keep in mind that we are only sending out this information to help the school community prepare. There are currently no plans to close.

What we need you to do

- If you have recently changed your contact details, please inform the school office **as soon as possible** via email or telephone or use the link above to provide us with an updated email address.
- Talk to your children about the coronavirus. It is a scary time and we should make sure children feel supported. [BBC Newsround](#) has regular updates for younger children and [YoungMinds](#) has practical steps older children can take to help with anxiety
- Come and collect your child straight away, if we ask you to (we will contact you if they become ill with either a temperature or a new, continuous cough)
- Check that your child has access to Canvas from home, and let us know if there are any issues (so we can make sure we are well prepared for remote learning if the school does need to close at some point). Ensure your child completes our survey.

Please do not hesitate to contact us if we can help with any further queries and your continued promotion of good hygiene with the children would be very much appreciated. The latest guidance from the DfE can be found in the hyperlink below:

[Covid-19: guidance for educational settings](#)

It is a tricky time and we know you are worried about the impact this might have on our community. It is important we keep each other safe and talk about these events to help with any anxiety.

Yours sincerely

Mrs M Manderson
Headteacher