



Cleve House School and Little Cleve Nursery

Headmaster: C. J. A. Wardle B.A. (Hons)

16 March 2020

Dear Parents and Carers

I am writing to let you know of the fast moving developments concerning the coronavirus, COVID-19. I hope that by being open and transparent it will help you to make informed decisions regarding your children.

Thankfully we do not have any confirmed cases of Covid-19 within the school community although we have a family who is now self-isolating on advice from the doctors. However, we are aware that there are now 5 cases within the Bristol area. Therefore, we wanted to advise you of the following plans if at any point the school is notified of a case within our school community.

The children's welfare is our utmost priority, however it is also important to retain a sense of perspective and to balance the need to minimise disruption to their education. With this in mind, we have taken the decision to cancel **all school visits, swimming, sporting fixtures, events such as Mother's Day assembly, Easter Egg Hunt, Disco, residential Holiday.**

The following therefore outlines the School's plan in a number of potential scenarios:

1. If we are notified of a suspected or confirmed case of Coronavirus in School:

If we are notified of a case within the school community, we will share this with all parents by email straight away. If anyone in school contracts the virus, the school will need to close for a deep clean. If the school does experience a case, we will work closely with the HSE (Health and Safety Executive) to deep clean the school and follow all government advice. This will most likely require a closure of 3-4 days. In the event this happens, we will update parents as quickly as possible with any further information in particular regarding dates for re-opening.

Cleve House School and Little Cleve Nursery. 254 Wells Road, Bristol, BS4 2PN.

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2. If we are notified of a case affecting our school community during a school day:

If we receive such notification and need to close during a school day, all children will immediately stop moving around the site and will return to their classes and sit quietly completing activities with their class teacher until they are collected. All parents/guardians will be emailed and or telephoned requesting that you collect your child from their classroom as soon as possible. In the event of this scenario, please can we ask you to **refrain from calling the school unless absolutely essential**. We will look after the children until they are collected from their classroom.

3. If we are notified of a case affecting our school community outside of the school day:

If we receive notification of a case outside of school hours we will email all parents/guardians asking you to keep your children at home until further notice.

4. If the government issues directives for all schools to close as part of its social distancing measures

If this does happen we will let all parents know by email.

During any period of closure:

The teaching staff are working to provide continuity of learning for the children in the event of any closure. This would involve providing each class (via Dropbox, Twinkl and Email) with relevant worksheets and information to allow pupils to continue learning at home.

Please note that staff will not be able to attend school during any closure so please refrain from calling or emailing the school unless absolutely essential, or you have information to share with us. We will issue any new information we have as soon as we can, via email. We will also post updates on the Notifications Page of the school website.

During any period of closure, we would recommend social distancing wherever possible which includes refraining from visiting parks, shopping centres and other public areas unless absolutely necessary.

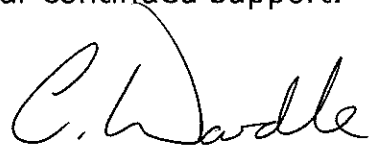
As I'm sure you are aware, the best way we can all keep safe is to follow guidelines given by Public Health England and continue to wash our hands well and regularly - we will continue to encourage the children to do so.

In addition, we have increased the cleaning regime for hard surfaces across the school and are following all HSE advice in this respect. In the meantime, please continue to follow the government guidance, call NHS 111 if you have any concerns, and keep the school informed of any

issues affecting you or your close family so that we can look out for our whole community.

Thank you for your continued support.

Craig Wardle
Headmaster

A handwritten signature in black ink that reads "C. Wardle". The signature is written in a cursive style with a large, looping initial "C".

Best wishes
Keep safe! 😊