

## *'Innovative Education – Transforming Lives'*

16<sup>th</sup> March 2020

### **Important Communication from the CEO:**

Dear Parents and Carers,

After further advice from the Department for Education, I am writing to communicate with you the following measures that we are putting in place within Exceed Learning Partnership academies / schools in order to protect our staff and pupils. The Department for Education **have not**, at this point, instructed schools to close but we are making preparations in order to reduce the risk of infection so that we can continue to provide education to our pupils.

### **Measures to reduce risk of infection from Monday 16<sup>th</sup> March 2020:**

- All **after-school clubs** (Non child-care based) will be cancelled. This includes after-school clubs run by companies such as Active 8. This is to reduce external people accessing the academies / schools
- All **school trips** will be postponed until further notice, due to the risk of pupils becoming infected in other places.
- All **assemblies which involve parents or members of the public** coming into the academies / schools
- Any planned **parent's evenings**
- Principals / Head Teachers must review the workforce, particularly any older members or volunteers who could be in the 'most vulnerable' groups. At this stage, volunteers should not be coming to academies / school in order to reduce risks to both parties.
- Any pupils and staff should self-isolate if they experience any symptoms under the advice provided by the Government

### **Measures that will continue from Monday 16<sup>th</sup> March 2020:**

Essential functions within the academy / school:

- The academies / school will remain open until we receive further DFE guidance
- **All before and after school child care provision** will continue in order to provide support for parents. Additional handwashing on entry into the academy / school must be implemented. If private child care (not run by the academy/school) is used, then parents must take guidance from the provider they use.
- On entry to academies in the morning session, pupils must be provided with the opportunity to wash their hands. This must be implemented after break times, as well as, before and after lunch
- Tissues should be available and accessible to pupils within the academies / school

### **Emergency Management of Confirmed Cases:**

Exceed Learning Partnership is an exempt charity regulated by the Secretary of State for Education. It is a company limited by guarantee registered in England and Wales (Company Number 10660150), whose registered office is Edlington Lane, Edlington, Doncaster, DN12 1PL

- Parents will be notified via email and text messaging systems of any confirmed cases within the academy or school. **The guidance of Public Health England will then be implemented**
- This could mean, that individual year groups may be isolated, or the closure of the academy/school to all pupils until 'deep-clean' procedures have been implemented. Approximately 2 days.
- This does not mean that the academy/school will be closed for a long period. Short term procedures will be implemented until we receive further DfE guidance on longer term actions
- DFE are providing academies / schools with regularly updates. They may change guidance in the future and ask academies / schools to close. In the event of this happening, we are taking steps within the academies / schools to provide some form of guidance to support pupil learning. You will be notified of this by the Principals / Head Teachers of the academies/schools.

**I am sure, we all appreciate the current unprecedented circumstances in which the country finds itself. It is essential that we approach this in a calm, measured and conscientious way, taking and implementing Department for Education guidance as and when it is issued. We will communicate fully the actions that our academies/schools will be taking**

**I want to reassure all parents that the education and safety of our pupils and staff are paramount in our planning, as well as the need to provide continuity in our provision.**

**I trust I will have your full support in the implementation of our preventative measures at this stage in the process.**

**Yours sincerely,**

*B.A. Nixon*

*F. Parish*

**Mrs B.A Nixon  
CEO**

**Mrs F Parish  
Head teacher**

*J. Blount*

**Mr John Blount  
Chair of Directors Board**