

ROYAL ALEXANDRA & ALBERT SCHOOL



13th March 2020

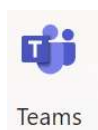
Dear Parent,

As you may be aware, one of the methods the Government is considering implementing in order to limit the coronavirus outbreak is school closures. Although everything at the moment suggests that this would be an extreme and unpalatable measure, it is, nevertheless, as well to be prepared.

I am writing to apprise you of our plans to ensure as smooth a continuation of education as possible, should the school need to close for a period of time. The Royal Alexandra and Albert School will continue to follow all guidance provided by Public Health England, and we are monitoring the situation closely.

Continuing Learning

Teachers will set work for all pupils by using a mixture of both Microsoft Teams and email; this will be a mixture of self-study tasks and will ensure that as wide a variety of resources and tasks as possible are available. Microsoft Teams enables webinar-style seminars to take place and for a lesson to be taught remotely during the scheduled period on the timetable; for this, pupils will require a device with a microphone and video functionality. Microsoft Teams is accessed via the homepage of the school website through the **Office 365** link. This can be found on our School Online page, http://www.raa-school.co.uk/school_online.asp. Once accessed, pupils need log in and then click on



Teams

the 'Teams' icon. Pupils must check both their school email and Teams regularly to ensure that they are up to date with work. Email can be checked from home again using the Office 365 link. Students then just need to sign in with their school email and then their normal network password.

In addition, staff will be checking emails consistently throughout the day to ensure that any questions that pupils might have are answered, and that work is being assessed.

I do hope that these contingency plans offer reassurance in the event of a school closure.

In addition, it is useful to provide you with the latest updates from Public Health England. The Department for Education and the Local Authority are continuing to encourage schools to follow the PHE guidance regarding Coronavirus and to remain open. PHE advise that in most cases, even if there is a confirmed diagnosis within the school community, closure of the school is unnecessary. We can assure you that in this situation we would take further advice from PHE to ensure the correct and

proportionate local decision. Should we need to close for a period in this instance, we would continue to educate in line with the plan set out above.

It is important that we all do our best to ensure that our children's education is disrupted as little as possible and as always, everyone should continue to promote good hand and respiratory hygiene:

- Wash your hands often with soap and water, especially after using public transport. Use a sanitiser gel if soap and water are not available.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Always carry tissues with you and use them to catch your cough or sneeze, then bin the tissue and wash your hands (or use a sanitiser gel).
- Avoid close contact with people who are unwell.

In-line with yesterday's Government statement and in order to keep the whole of our community safe we are asking pupils, parents, visitors, and staff **not** to attend the school site if you have the symptoms of coronavirus (COVID-19), however mild.

The most common symptoms of coronavirus (COVID-19) are recent onset of:

- new continuous cough, and/or high temperature
- high temperature (37.8 degrees and above)

If your child has symptoms of coronavirus infection (COVID-19), however mild, stay at home and do not leave your house for 7 days from when your symptoms started.

Please can you contact our school Attendance Office (attendanceofficer@gatton-park.org.uk) to let them know.

Thank you for your continued support and cooperation as we navigate these uncharted waters.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Gary Bendall', written over a light purple rectangular background.

Gary Bendall
Senior Assistant Head