



13th March 2020

Dear Parent/Carer,

Please read the following with care:

As you will appreciate, we are currently dealing with a complex and rapidly changing situation: the Coronavirus. Our first priority will always be the health and safety of the pupils and staff in our school. Now more than ever, this remains our primary focus.

This is an entirely unprecedented situation and we are following official advice from the government, the NHS and the Independent Schools Association. This advice is being augmented daily and we are monitoring and responding as it is published.

This official advice will underpin all the actions we take. Whilst we appreciate that there will be a wide range of different views about how we should be responding and what action should be taken, we do hope you will appreciate that **we are duty bound to follow the official advice from the government.**

As you will understand, much of this week has been filled by requests for information regarding the Coronavirus; local authorities, for instance, want to ensure that they are fully informed regarding measures that schools take to help support the safety of all their students.

Already in school we have established the following procedures.

- We have reinforced the guidance regarding cleanliness with all students.
- Initiated hand cleansing areas around the school.
- All visitors to the school are required to use the hand sanitising gel before they enter and leave the school.

Additionally we are reviewing school excursions on a daily basis.

Understandably, some of our children have expressed degrees of concern and anxiety about the virus, and we have ensured that tutors, teachers and everyone connected with CAEA continue to reinforce the appropriate government and related guidance and also to support any students who seem particularly distressed.

At present, the key component of that guidance is essentially this: **if your child develops a cough, a cold, fever or any other condition related to these, he or she should be kept at home for 7 days. Any student who displays these symptoms at school will go to the medical isolation room and then sent home. These measures are particularly relevant for CAEA as we have several students and staff who have underlying medical conditions which make them especially vulnerable. The current advice indicates that you should not take the child to a GP or hospital.**

Meanwhile, please check government advice daily for any updates.

Should we have to close the school:

--all parents will be contacted immediately by telephone; in the event a parent misses the call, we will then contact by e-mail;

Principal and CEO of the Centre Academy Schools: Dr Duncan Rollo BA, MA, Ph.D

Head of School, Centre Academy London:
Ms Rachel Maddison BSc, MA

Head of School, Centre Academy East Anglia:
Mrs Kim Salthouse BA(Hons), M.Ed

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--we will send schoolwork home via e-mail;

--teachers will be available on e-mail between the hours of 9 to 3 each weekday;

--there may be an administrative office open and if so, we could be contacted via the school number.

Best wishes and fingers crossed,

A handwritten signature in blue ink that reads "K. Salthouse".

Mrs Kim Salthouse
Head of School

A handwritten signature in blue ink that reads "D. Rollo".

Dr Duncan Rollo
Principal

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