

Headteacher:
Mrs M Davis

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16th March 2020

Dear Parents/Carers,

Further to our letter last week, I am writing to you to give you an update from the school's perspective. As you're probably aware, the government's guidance on the coronavirus has changed from the 'contain' phase to one of delaying the spread of the virus. We're getting in touch to let you know what we're doing in light of this, and what we can all do, to help make sure our school community keeps safe and calm.

We'd like to reassure you that at Cornfield we're taking all of the necessary steps to protect our community and are continuing to follow official guidance from the government and West Sussex.

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
- Pupils 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 with cold/sickness please **DO NOT** send into school, report this as you would normally by phoning the office or using Cornfield APP
- Weekly curriculum trips, to college, OP, Forest Schools, are all risk assessed and reviewed on a daily basis; these will still go ahead currently
- We'll keep you up to date with any changes to the current situation

What we're doing to protect and support students and staff

- If a student presents as ill on the premises parents will be expected to collect them from school
- students will be expected to use sanitising gel on entry to school in the morning; All door handles/door plates are sanitised 3 times a day
- Personal development lessons/assemblies and tutor times will outline how students can keep themselves safe
- Meetings off site for staff will be suspended for the interim to ensure staff are always available in school; we will always send written reports and follow up outside of school hours

What we need you to do

- If you've recently changed your contact details, please inform the school office **as soon as possible** via email/telephone

- Talk to your children about the coronavirus. It's 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'll contact you if they become ill with either a temperature or a new, continuous cough)

What happens if the school has to close?

We'll only close if we're either officially advised to do so or we don't have enough staff to run the school.

In either case, we'll:

- alert parents to closure via Cornfield app and a post on our website
- Similarly we will use both to let parents know when the school will be reopened
- We will endeavour to set work during any closure both with physical bundles of work and an online platform that students will be able to access through our website.

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

If you have any questions

Please consult the:

- School office, if you have any questions about our response to this issue
- [NHS](#), if you want to know more about the symptoms of coronavirus. If you think you or your child may have the symptoms, use [NHS 111 online](#) if at all possible before calling 111

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

Thank you for your continued support.



Mrs M Davis
Headteacher

If any of this information is not clear please telephone the school on 01903 731277 where someone will explain it to you

Cornfield School is part of the Federation of Special Schools comprising Cornfield, Oak Grove, Palatine and Herons Dale

