



MELLOR PRIMARY SCHOOL

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HEADTEACHER · MR. J.E. NICHOLSON B.A. HONS., P.G.C.E., N.P.Q.H.

Company Number 7737398

16th March, 2020

Dear Parents & Carers,

The last few weeks have certainly presented us all with an ever increasingly complex position regarding Coronavirus.

As a school, we have followed the government advice and shared with you all that we have been able to thus far. We are now at a time, however, where there are perhaps more questions than possible answers.

I'm sure that you'll appreciate; we are currently dealing with a difficult and rapidly changing situation.

My first priority will always be the health & safety of the pupils and staff in our school. Now more than ever, this remains our primary focus.

Alongside this, I am conscious that we must aim to keep school open to enable you to continue with your working lives and to keep the wheels of society in motion.

In school, we have undertaken the following measures:

- Staff briefings for updates and whole school approach.
- Giving time to our agreed business continuity plan.
- Posted the most up to date guidance and links.
- Taught children how to wash their hands, on entering school and in their general personal hygiene (catch it, bin it, kill it regime).
- We've ensured as best air quality circulation where possible.
- Our cleaning regime has been re-evaluated and we are increasing the regularity of cleaning during the day, such as tables, handles and touch points.
- Hand gel is available at the entrance to school and we have sanitisers across school.

Going forward, what might happen?

There has been much talk about schools closing. Until such time that we are instructed to do so, we will keep the school open unless our staffing levels present a health & safety risk and we cannot continue to function. In the event of reduced staffing, these are the steps we will undertake to keep school open:

- Contact our preferred list of supply staff.
- Use our existing staff in different ways.
- Contact supply staff agencies.
- Reduce the number of classes taught with the intention of keeping priority classes functioning – Yr6, Yr 2, Yr 4, Yr 1 respectively. Staff from Yr 5, Yr 3 and Reception would be redeployed. Nursery will remain operational for as long as possible.
- In the event of specific staff being absent who support our most vulnerable pupils, school will have to evaluate our ability to support children accordingly.
- If the school is closed, we will communicate with you via Schoolcomms and the website to inform you when the school is set to re-open.

Clearly, there are other factors that may influence school closure such as kitchen staff, resources & waste disposal teams. These factors are outside of our control.

In addition, I'm sure you will have many other questions. Whilst I appreciate that there will be a wide range of different views about how we should be responding and what action should be taken, I hope you will appreciate that I am duty bound to follow the advice from the government.

So how can you help?

- Please follow the government guidance from Public Health England on our website.
- If your child/children presents with any cough and/or temperature, please keep them off school and in isolation for seven days. Should your child develop either symptom during the school day, we will contact you.
- Whilst the guidance states that only children presenting with symptoms mentioned above should stay at home, please make an informed decision about your own situation and the subsequent attendance of any siblings. The attendance record for those children in isolation will reflect the exceptional nature of the situation we find ourselves in.
- I'm keen to maintain as high a staff presence for as long as possible to help maintain a functioning school so please also bear in mind that any child presenting with any type of illness could affect staffing levels.

I know these are challenging times, please help us to help the community to the best of our ability.

We'll keep you updated whenever possible.

Stay safe.

Best wishes,



J.E. Nicholson