

Dear Parents & Carers,

We are writing to reassure you that the School is acutely aware of the increase in cases of coronavirus across Europe and the UK. We are continuing to monitor the situation, and are following the advice of Public Health England (PHE) and the local authority (LA) to safeguard the health of our community, including students and staff.

The most up-to-date advice and information for the public can be found at:

<https://www.gov.uk/guidance/wuhan-novel-coronavirus-information-for-the-public>

We have a plan ready to minimise the disruption to teaching and learning if the Coronavirus creates staff or student absence in the coming weeks and this includes planning for full school closure.

We have many ways in which we can support teaching and learning from home, including digital support via google classrooms and the Academy's website. If these measures are needed, you will be informed by the school on how to support your child's learning.

We have also decided to make some adjustments to our normal school routines for the rest of this term in order to minimise and manage the risk of infection, both to our school community and, as importantly, to those close to us who may be particularly vulnerable to the virus. We have reviewed what is an essential part of a school day (lessons, lunch etc.) and that which is merely important (such as school assemblies and sports tournaments).

We should stress that there has been no case linked to City Academy Norwich and no change to our own circumstances as a school, but we feel that some additional precautionary measures are warranted.

The steps we are taking aim to do the following: minimise the number of large gatherings of people where infection can be more easily spread; manage visitors to the school site, in particular those whose recent movement cannot be known; and assess risk each day to ensure that if any activity raises the level of risk to our community, alternatives or adjustments are immediately considered.

Sensible and proportionate adjustments

Assemblies

For the rest of this term, we will not be meeting for whole school morning assemblies during tutor time. Form periods will, for the foreseeable future, be the means of communicating key messages within the school.

Trips and visits

Each educational trip or visit is risk assessed individually, but there will almost certainly be some trips which will not go ahead. We have to follow FCO guidance <https://www.gov.uk/guidance/travel-advice-novel-coronavirus>. Trips will only be cancelled when FCO advice prohibits all other than essential travel, as this is the only criteria at which insurance will cover our costs. Parents are of course at liberty to withdraw students from any trip at any time but this will mean the loss of all monies paid.

Where risk is raised (e.g. a trip has been planned to a country or region with a heightened incidence of the COVID-19 but not yet on the government do not travel list), the first consideration will be to explore whether there is another way of approaching the trip in order to make it viable. Our priority is our young people's health - and the health of those with whom they come in contact.

Events

It is possible that some events may be cancelled, however we are mindful that there are a very small number of events this term for which very considerable preparation and effort have already been invested. It is our hope that - with some simple risk management measures - we can still enable these to take place. Changes will be confirmed as soon as possible.

Basic hygiene advice

Form Tutors have stressed to students that the most effective way of minimising the risk of infection remains effective hand-washing. We have emphasised to all staff that we should all continue to do this and to impress upon the students the significance of doing so. Posters have been put up around school drawing attention to the importance of personal hygiene and this message is being consistently reinforced by teachers.

Precautionary planning for school closure

The government reiterated yesterday that it may implement school closures should the coronavirus outbreak develop as it has in Italy. Spain has also announced similar measures. We have well advanced contingency plans for students to be able to work from home and will endeavour to offer a meaningful programme of learning, marking and feedback.

As you will expect, there are likely to be further changes to our approach during the coming days and weeks. We are very grateful indeed for your support, understanding and help in managing this issue as it develops. For future updates and regular information please visit the Academy website www.cityacademynorwich.org

Yours faithfully,



Mr P Collin
Headteacher