Edwinstree Middle School

Voluntary Controlled Church of England School

Headteacher: J Gant

17th March 2020

Dear Parent/Carer

As of tomorrow, we will be asking all external non-essential visitors not to come to the school. This includes the after school clubs that are run by external visitors including Drama Club and Filmmakers Club. Our joint Spring Concert at Freman College on 19/3/20 is cancelled.

As of today, we have enough staff to keep the school open, but as staff take on the symptoms this is becoming more difficult and it is likely the situation will change. We will keep you updated, but please have back up plans ready for the closure of all clubs before and after school and the closure or part closure of the school.

Our decision will be based on whether we have enough staff to cover the school. Please be aware that the situation can change swiftly, so your plans are highly important. We are encouraging staff to let us know the night before wherever possible and by 7:00am the next day. Staff and the Senior Leadership Team are taking on significant cover during this period, and our ability to respond to your requests for phone calls and meetings has reduced significantly, but please be patient, we will respond when we can.

We would also ask that you take care of our office staff, who are on the front line of receiving all messages and concerns. They will do everything they can to support you, but they are not doctors or medical professionals, therefore, cannot make the decision about whether your child should stay at home. In the event your child presents with the key symptoms, please notify the school. Our best form of communication for absence is: attendance@edwinstree.herts.sch.uk. Please use this direct email account to report ill health or self-isolation.

Please follow Government guidelines:

- https://www.gov.uk/coronavirus

Thank you for your ongoing support.

Yours sincerely

Jo Gant
Headteacher