

18<sup>th</sup> March 2020

Dear Parents / Carers,

I want to thank you for all your support in getting our students home early yesterday as we were forced to move to a school closure. This is not a step we wanted to take but were following direct guidance from Public Health England to keep all members of our community safe.

As of today, only one member of the staff team is COVID-19 symptomatic. All staff are currently self-isolating for a minimum of 7 days. Deborah Proudfoot, Sue Halhead-Baker and Carolyne Le Mare will be self-isolating for a minimum period of 12 weeks, due to underlying health conditions. I am reviewing this situation daily to inform our planning related to re-opening.

I continue to receive daily updates from the Government / DfE and the Local Authority. You may have heard that the Education Secretary has this afternoon announced that all schools in the UK are to close indefinitely from Friday. However, he also said that 'some' schools would be asked to make 'provision' for children of key workers (a definition of this to follow but certainly including NHS workers, the Police and delivery drivers), vulnerable children (e.g. those who have a Social Worker) and those with an EHCP. At this point we are unclear exactly what the Government is expecting of us and the impact of this expectation on Carwarden. I would expect to gain some clarity on all of this in the next few days and will keep you posted.

Could I ask that you email [deborah.proudfoot@carwarden.surrey.sch.uk](mailto:deborah.proudfoot@carwarden.surrey.sch.uk) immediately if your child or anyone in your household becomes symptomatic (develops a high temperature and/or new persistent cough).

As you will be aware, we sent every student home with an individual pack of **learning resources** to enable your child to continue learning at home. If your child was absent yesterday, their pack has been posted to your home. Teachers have provided work for approximately two weeks. We will be providing additional learning resources appropriate to your child on the school website in the weeks to come. You will be able to contact all teachers and senior staff via their work emails. Staff will try to respond within 24 hours. If you encounter problems contacting staff please let me know at [tim.stokes@carwarden.surrey.sch.uk](mailto:tim.stokes@carwarden.surrey.sch.uk). Please use this address for any other queries you have. My team and I are here to help in any way we can.

We have arranged a deep clean of the whole school following Government guidelines.

We have cancelled any **Annual Review** meetings due to be held in the next few weeks but will rearrange in the near future. However, all Annual Reviews for the remainder of this school year will be held 'remotely' – i.e. without meeting at the school. Each review will be held on the scheduled day and time and we will be relying on you sending any comments or questions on the Annual Review in advance. We would ask that you please email this to: [office@carwarden.surrey.sch.uk](mailto:office@carwarden.surrey.sch.uk). If required, we will hold a conference telephone call with you on the day.

Please note that the forthcoming **Academic Review Day** has been cancelled and will be rescheduled when we are clearer about the current situation. Likewise, all meeting in school in the next few weeks have been cancelled.

I will, as a matter of course, keep you fully updated with details of all changes in this rapidly changing situation.

Wishing you and your families good health in these worrying and challenging times.

Stay safe.

Tim

T S Stokes  
Headteacher