

Dear Parents and Carers,

Re: Coronavirus COVID-19 advice for schools

Regrettably, it's important to update you on the School's position on COVID-19, or Coronavirus. We continue to monitor and follow PHE (Public Health England) advice daily, while continuing to operate our school day as normal, keeping an informed, calm perspective. The School has contingency plans which are being followed and updated as relevant.

This letter has also been sent to you via e-mail. **If you have not received this e-mail, please contact the school via phone (020 3301 7660) or e-mail (enquiries@westminsterUTC.ac.uk) to update your contact information.** You will also receive a text message to ensure we are able to contact you rapidly in case of an emergency. We will e-mail you when you should have received this. As a school, it is vital we are fully prepared. A critical part of this is ensuring we are able to get information to you quickly through e-mail and text messaging. It is crucial that we have up to date contact information and that these communication channels have been tested.

We have ensured that staff and students are appropriately informed, including all-important messages about good hygiene, hand-washing and use of tissues. Posters about this are displayed in school and students have been briefed in form time. The Department for Education Helpline has confirmed that our approach, action and planning is correct and proportionate. As far as we are reasonably able to know and according to all advice, the School does not have any confirmed cases of Coronavirus.

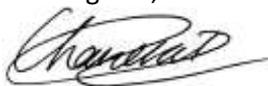
If your child is unwell and has symptoms that concern you, you should call 111 to seek advice. The School is not in a position to diagnose students' illnesses. It is of course your decision if you choose not to send your child to school because he or she is unwell. However, current local authority guidance is that where the parent has opted to isolate against current Public Health England Advice, students' attendance will be marked as "Unauthorised Absence"

At present, since we have not been asked to close the School, it is not appropriate to require teachers to plan both for lessons in school and for off-site learning at the same time. If and when school trips or activities have to be cancelled, we will keep you informed.

It is possible that schools will be told to close. In the event that we are instructed to close the School, you will be informed of arrangements at the soonest opportunity. School work will be made available for students to do off-site. We suggest that parents and carers consider plans for the care of their children should the School be closed. To emphasise: we have not been told that this is going to happen; it is just important to think ahead.

The School will continue to follow Public Health England advice and will keep you informed of any implications for school as appropriate in as timely a way as we can. Our priorities are to ensure that our students and staff keep safe and well and to do all that we can to ensure we can continue to run our school day as normal, keeping things in perspective.

Best regards,



Mr. Chandrakumar
Headteacher

Below are links to the most reliable, non-sensationalised information about the Coronavirus from Public Health England. This is the advice we are following.

Updates on COVID-19: <https://www.gov.uk/coronavirus>

Guidance for educational settings: <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19>

Travel advice for those travelling and living overseas:
<https://www.gov.uk/guidance/travel-advice-novel-coronavirus>

The DfE's helpline for schools, staff, students, parents, carers can be accessed by phone or email:
Phone: 0800 046 8687 Email: DfE.coronavirushelpline@education.gov.uk
Opening hours: 8am to 6pm (Monday to Friday)

The council, Government and NHS are well prepared to deal with this virus, but you can help too. All staff, parents and pupils are encouraged to:

- Always carry tissues with you and use them to **catch** your cough or sneeze
- **Bin** the tissue
- To **kill** the germs, wash your hands more often than usual with soap and hot water for 20 seconds, or use a hand sanitiser gel
- If you have travelled from Iran, northern Italy, South Korea since 19 February 2020 or from China or other specified countries within the last 14 days, please follow the specific advice for returning travellers

This is the best way to slow the spread of almost any germs, including Coronavirus.

For up to date information, including specific advice for returning travellers, visit <https://www.nhs.uk/conditions/coronavirus-covid-19/>