



# Cookridge Primary School

Tinshill Drive, Leeds, LS16 7DH

Headteacher, Mrs L Hunter

Tel. 0113 3862500 Email: [info@cookridge.leeds.sch.uk](mailto:info@cookridge.leeds.sch.uk)

<http://cookridgeprimaryschool.co.uk>

16th March 2020

Dear Parent/Carer,

We are writing to provide you with an update on our current contingency planning in relation to Covid-19. On a daily basis, we are studying the updates from the DfE as well as the guidance issued by Public Health England and the NHS. We are using these updates to help us develop and inform our contingency planning.

## Current context

In terms of our daily routines in school, our cleaning regime has been strengthened with a particular focus on frequent touch surfaces such as door handles and touch screen devices. We regularly check toilets and classrooms to ensure that they are fully stocked with hand soap and additional opportunities for pupils to wash their hands per the government guidance have been accommodated.

School are aware of the current Facebook comments urging people to send emails to school regarding the soap. In an effort to carry out our duty of care, regulated by government guidelines, we need to maintain washing of hands for 20 seconds using soap and hot water. These include:

on arrival at school, after using the toilet, after breaks and sporting activities, before food preparation, before eating any food, including snacks, before leaving school. For those parents who have a concern you are welcome to send in your own anti-bacterial soap.

## Scenario Planning

Over the past week we have been planning for a number of different potential scenarios.

1. Instruction to close the whole school.
2. Infection affects a member of our school community and a case is confirmed.
3. High levels of staff illness/absence, making it impossible to staff all classes.

Throughout our contingency planning, every attempt will be made to avoid disruption to learning; particularly for students in Year 6 who approach their SATs. Below is a summary of our current plans, but as I am sure you will appreciate this is an ever evolving situation and we will undoubtedly have to change and react to situations as they evolve. Our hope in sharing these plans is that you fully understand that we will do all that we can to keep our pupils and staff safe, whilst at the same time continuing to provide them with a valuable education.

### 1. Instruction to close the whole school.

If we find ourselves in this scenario, we will issue specific instructions to pupils and parents through our communication channels, the App and the website. Teachers are currently working on producing work that can be completed by pupils at home, further information regarding this will follow.

Our school is committed to safeguarding and promoting the wellbeing of all children, staff and visitors. In order to sustain high levels of safeguarding, visitors and volunteers are expected to share this commitment.





# Cookridge Primary School

Tinshill Drive, Leeds, LS16 7DH

Headteacher, Mrs L Hunter

Tel. 0113 3862500 Email: [info@cookridge.leeds.sch.uk](mailto:info@cookridge.leeds.sch.uk)

<http://cookridgeprimaryschool.co.uk>

## 2. Infection affects a member of our school community and a case is confirmed.

In this scenario, the school will follow direct guidance from Public Health England.

## 3. High levels of staff illness/absence, making it impossible to staff all classes.

In this scenario, we can cope with a certain level of staff absence, though this may include combining teaching groups. If, however, the levels of absence became too high and it becomes a risk in terms of staff: pupil ratios then the school would close.

### Communication

During this period we ask that parents follow the normal absence procedures. As you may be aware, the advice from Public Health England is being updated as the position changes. As at 13 March 2020 the advice is for individuals with a new persistent cough or high temperature of 37.8C or above to stay at home and self-isolate for seven days. If any absence is linked to suspected Covid-19 please ensure that you speak to either Mrs Brosnan or Mrs Lister through the main reception number 0113 3862500.

Guidance on how to self-isolate, to ensure this is effective, can be found on the link below:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-people-with-confirmed-or-possible-coronavirus-covid-19-infection>

### Other events such as Beehive, clubs, trips and sport fixtures.

Our current plans are to run these as normal. Should plans change for these events we will advise you using our normal communication channels.

### General Guidance

We will continue to encourage children to wash their hands, to reduce the spread of germs, we will continue to encourage children when they cough or sneeze, to cover their mouth and nose with a tissue, (or their sleeve, not their hands, if they do not have a tissue) and throw the tissue away immediately.

General advice can be found on the following link: <https://www.gov.uk/coronavirus>.

We hope that this letter updates you on our current planning whilst recognising that the landscape continues to evolve. Please continue to keep us informed should your personal situations change in respect of this virus. Please also be reassured that we will continue to make measured decisions in the best interests of the whole school community, whilst following the guidance provided by the DfE and Public Health England.

Thank you for your continued support and understanding as we plan for these potential scenarios.

Yours sincerely

*L Hunter*

Our school is committed to safeguarding and promoting the wellbeing of all children, staff and visitors. In order to sustain high levels of safeguarding, visitors and volunteers are expected to share this commitment.





# Cookridge Primary School

Tinshill Drive, Leeds, LS16 7DH

Headteacher, Mrs L Hunter

Tel. 0113 3862500 Email: [info@cookridge.leeds.sch.uk](mailto:info@cookridge.leeds.sch.uk)

<http://cookridgeprimaryschool.co.uk>

Lynne Hunter  
Headteacher

Our school is committed to safeguarding and promoting the wellbeing of all children, staff and visitors. In order to sustain high levels of safeguarding, visitors and volunteers are expected to share this commitment.

