



Emanuel School

Mr Robert Milne, Headmaster

13 March 2020

Dear Parents,

After my letter yesterday, we are now setting out, in more detail, the school's current position and approach to day to day life at Emanuel. As ever, these steps have been taken with the welfare of all families, our pupils and our colleagues in mind. As explained yesterday, we wish to support the government's aims to slow and reduce the peak of this outbreak and understand our part in this wider and carefully timed effort. We also know that more extreme steps may be required later.

On current information and with current staffing and pupils, we aim to remain open, yet steadily begin to reduce some activities. We wish to minimise disruption for our families and help our pupils, especially those preparing for public exams, as best we can. We also wish to safeguard our community and maintain a positive and calm environment.

In addition to the statements made by the school, we would advise that all parents continue to familiarise themselves with the latest guidance from Public Health England:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>.

New self-isolation guidance

Any pupil who is now displaying symptoms (however mild) should self-isolate for **7 days**. The most common symptoms are described as: a new continuous cough, and/or high temperature. In these circumstances, you do not need to contact NHS111 unless the symptoms worsen during home isolation or are no better after 7 days. 7 days after the onset of symptoms, providing your child feels better and no longer has a high temperature, they may return to school.

We would ask that any pupil who presents this way remains off school to prevent the risk of spreading infection. Please inform your child's form tutor, head of year, and the absence line (absences@emanuel.org.uk).

The current guidance does not require pupils to self-isolate if a member of their household is self-isolating and they themselves are asymptomatic. This guidance may change.

Should a pupil have come into contact with a confirmed case of coronavirus then the isolation period remains **14 days**. Again, we would ask you to contact the school in these circumstances.

Specific guidance on how to self-isolate is contained in the link above. If symptoms remain after this period, further communications with the NHS should be taken.

The value of routine and seeing friends for young people at this time

Both the deputy head (pastoral) and I have spoken this morning with girls and boys from across the school. We are well aware that some are unsettled by the recent news, and, as ever, some are less so. As in so many things at Emanuel, all of our pupils are united in showing care for others and enjoying their time with friends and lessons day to day. Being together, maintaining



Emanuel School

Mr Robert Milne, Headmaster

as much normality, fun, friendships and routine as possible and sensible, helps young people to cope with troubling times and we therefore, encourage you to keep them coming to school.

Parental requests to keep your child at home

We recognise that some parents may wish to take the decision to keep their child at home as a result of existing medical conditions or the potential risk to those in the family who might be more vulnerable to the coronavirus. We are, of course, sympathetic to such concerns and should you choose to take this decision for your child, we will authorise their absence and work with you.

Again, we would ask that you contact the school in these circumstances to make clear your intentions and your reasons.

If you do take this step, because you believe it is right to do so, your son/ daughter should contact their subject teachers direct and cc their form tutor. Our teachers all put homework on 'show my homework' as a matter of routine and if they are emailed by your son/daughter each day they will send further information as needed. We do not advocate this as the best way forward, without a significant reason and we will only go to full remote learning, if the school closes.

If you have to take this course of action, then you ought to liaise with any other schools attended by siblings.

If you or a member or a member of your family would be considered vulnerable as a result of an existing medical condition, we would ask that you contact the school nurse to inform her of the details so a formal record can be made.

Access to the school site

We would politely request that all visitors to the site are asymptomatic to reduce the risk of spreading infection.

The access of individuals beyond our direct school community will be reviewed and restricted as necessary.

Hygiene

We will continue to emphasise the importance of regular hand washing and other basic hygiene guidance. Additional facilities have been installed within the school, while provision has been made for all pupils to wash their hands following Art, Science and DT lessons. The school has implemented increased cleaning of high-contact areas (door handles, push plates, bannisters, computer keyboards and shared musical instruments).

Sports fixtures and tournaments

At this stage, we will continue with our commitments to sports at the school and beyond the school. Many of you will know that some tournaments and fixtures are being cancelled for reasons beyond our control. There may be reasons as to why we will need to pull out for



Emanuel School

Mr Robert Milne, Headmaster

fixtures and tournaments too, at certain times or as a blanket commitment in the future. Thank you for your understanding if this becomes the case.

For now, we wish to keep going. As in all areas, we will keep things under review, in the best interests of the pupils, and in line with the government's current advice.

Of course, if any parents decide that they would rather their daughter/son does not represent the school in a fixture or event at this unusual time, they are welcome to withdraw, with our full understanding and we ask that they let the director of sport know in good time.

Outreach events

Our outreach programmes, including primary ambitions have been suspended.

School events

We will continue to run those school events on site involving Emanuel pupils and their families. As such, it is our intention that next week's musical, 'Oliver', will go ahead, although we will be considering carefully what provisions need to be put in place in advance of this event. (these will be sent to you in time by Mr Layng (assistant head).

Again, we would ask that all audience members are asymptomatic and well if they wish to attend. If you decide not to come, for many of the reasons set out above, we fully understand.

Weekly updates on school events in the calendar

Each Monday morning, Mr Layng will send a weekly update to parents on planned events at the school. You will be able to keep an eye on the usual calendars too for further information on sports' fixtures etc... noting any cancellations.

School trips

The government has advised against all overseas education trips for children under 18 until further notice. As such, all international trips planned for the Easter holidays have been cancelled. We shall contact all parents affected by this change directly. Trips beyond the Easter holidays will be reviewed in due course and a decision as to their viability made based on the government guidance.

As it stands, trips within the UK are still permitted, but we shall review this as the situation evolves and the guidance is updated. We have taken steps to cancel some UK trips for various reasons, including an inability to staff them, and this information will have been passed to you or will come to you in good time.

Further information on the financial matters surrounding these trips will come out in the coming weeks from the finance team.

If you have any queries on specific trips, please contact Mr Layng (assistant head: co-curricular) on john.layng@emanuel.org.uk



Emanuel School

Mr Robert Milne, Headmaster

Easter travels

We appreciate that many families will have travel arrangements for the coming break. If this is your intention, please be aware that further national and school measures could well be in place before your child returns to school after the break.

Should the advice from Public Health England change, your child may need to undergo a period of self-isolation before returning to school. For all pupils, but particularly those in public examination years, this would prove problematic, and we would ask that you are mindful of this point.

We would urge you to continue to check the advice of PHE and the Foreign and Commonwealth Office before travelling.

If you do intend for your child to travel abroad, we would ask that you inform us of their movements prior to the holidays, by contacting your son/daughter's head of year and form tutor, who will pass this information on to the deputy head (pastoral), Mr Kothakota ravi.kothakota@emanuel.org.uk

School closure

It is our intention to minimise disruption and to keep the school open. However, there are circumstances in which the school may be required to close, including, but not limited to:

- the government enforcing closure
- the school requiring specialist cleaning services
- the school having insufficient staff to operate

Should the school be required to close, all parents will be emailed directly and a notice will be placed on the school website. We will endeavour to send this information at the best time for you to respond as a family and make plans.

Remote teaching and learning

All parents were emailed with details of the school's remote learning policy on Thursday 5 March. Details of this policy can be found [here](#). All pupils have been briefed on these arrangements and departments have been making arrangements to ensure pupils can continue to make academic progress in their subjects and access support. These measures will come into effect should the school be required to close.

Public examinations

The Department for Education, Ofqual and our examination boards are working closely together to explore various options for the summer term in case of disruption to any pupil's GCSE or A Level exams. As a school, we continue to plan for potential disruption so that our pupils will not be disadvantaged.



Emanuel School

Mr Robert Milne, Headmaster

We are hopeful for further guidance from the overseeing bodies, which we will of course pass on to you, as soon as we have it. There are some possible options emerging and we will await a fixed statement before communicating anything more to you.

We continue to investigate any options we can take to plan for the exams and encourage all exam year pupils to carry on with revision and aim to do their very best in the coming months. Through remote learning, if needed and our intranet system, we will continue to support pupil progress.

Pastoral welfare for pupils

Pastoral support through form tutors, heads of year and the school counsellors remains accessible for all and please do contact your child's form tutor should you feel this is necessary.

Colleagues at Emanuel

Throughout this process, one that has been predicted as an expected 'long haul' by the medical officers, I have been impressed by the approach of our pupils and the enduring commitment and professionalism of our teaching and support staff. Many of our colleagues have families, with young children and older relatives, just like you, and thank you for working collaboratively and calmly with us in the months ahead. Special thanks to those of you have written in and mentioned the work and dedication of our staff in recent weeks.

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'R. Milne'.