



Principal: Dr Katharine Vincent

Monday 16th March 2020

Dear Parent/Carer,

I am writing to share with you the planning that we are doing to keep our school community well and to support efforts to delay the spread of Coronavirus/Covid-19. We are regularly updating our plans in light of guidance from Public Health England and appreciate your patience and support in this quickly changing situation. The safety and wellbeing of students is always paramount for us, so at this point we are planning some additional steps to safeguard the students and staff at our school. We remain committed to staying open and plan to do so unless advice from the government changes.

Education

Our teachers are delivering lessons on how viruses spread and how people can protect themselves from infection. Through education, we hope to increase students' understanding of the risks and reduce any worry they have about this outbreak. We also see an opportunity for students who are considering future careers in medicine, public health or government to learn about public health strategy and the national and global response to the recent escalation in confirmed cases.

Reducing risk of infection

Good hygiene and hand washing are the best first defence against infection, so we are encouraging students to wash their hands on a regular basis. Face masks are not recommended by the government and we will not allow pupils to wear masks in school.

If your child knowingly comes into contact with someone diagnosed with Coronavirus/Covid-19, or if they have symptoms of the virus, you should follow government guidance about seeking advice from 111 or going into self-isolation. If this happens, please call the school and inform us.

Messages about this should be left at reception for Ms Brian, Vice Principal. You can find up to date advice about areas that are high risk here: www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public

If your child has a fever (a temperature of 38 degrees centigrade or more) accompanied by a dry cough or breathing difficulties, please telephone 111 for advice. In these circumstances, we would like your child to stay at home for 24 hours to see if the symptoms develop.

Students with long-term medical conditions

If your child has long-term medical conditions, such as asthma and you are concerned about their wellbeing in school, please call and speak to Ms Brian, Vice Principal and SENDCo.

School trips and travel

We have taken the decision to cancel or postpone all trips and visits at the current time. While we are very disappointed to do this, we will continue to plan exciting opportunities for the future.



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Meetings and visitors

We are limiting the number of visitors to the school at the present time. If we need to meet with you, we may ask to speak to you over the telephone rather than holding a face to face meeting. This will be a temporary measure. Our working relationship with parents, carers and all in our community remains essential to the ongoing success of our school.

As you will be aware, we have Academic Review Day scheduled for Thursday 26th March (26.3.20). We plan to go ahead with this scheduled event, but to conduct students' meeting with their tutors remotely using our online learning platform, MS Teams. This will give us an opportunity to trial the approach we plan to use for most student learning if the school is required to close. More details about this will be provided nearer the time.

Contact details

In order to make sure we can communicate quickly with all parents, there is a **reply slip attached to this letter** where we ask all parents to update us with current **email addresses and mobile phone numbers**. Please ensure you return this immediately to the school office, as it is essential that we do have up to date contact details for every student and their families.

School closure

We will only close if the government advises us to do so. We will then inform you by letter, and will also send a text message to all parents and put information on our website.

In the event of any closure, we will use MS Teams, our virtual learning environment, as the main means of communicating with students during the closure period. Teachers have been working hard to create online resources that enable students to continue their education at home. Using MS Teams, teachers can set and mark assignments and give feedback to pupils electronically. In some cases, teachers will also be able to provide live or recorded video lessons for their students.

We will be able to loan a small number of computers to families who don't have access to them, giving priority to year 11 and year 13 pupils. We hope that the majority of pupils will be able to access online learning for any period of time that we are unable to learn together in school.

We hope that it will not be necessary to close the school, and we are following the current advice that it is 'business as usual'. We know that some children and families have been understandably concerned about the spread of this strain of infection. We have taken our response to this very seriously and have planned carefully to protect students while they are at school.

I would like to take this opportunity to thank you for your continued support of the school.

Yours sincerely,

Dr K Vincent
Principal



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Contact details update form

In order to keep you up to date with any news we need to share relating to Coronavirus/Covid-19, we would like to update our records with accurate email addresses and mobile telephone numbers. Please ask your child to hand this slip to their form tutor or give it to the main office.

Please list the name and form of your child who attends Mulberry UTC. If more than one of your children attend the school, please list all of them on one reply slip:

1. _____ Form _____
2. _____ Form _____
3. _____ Form _____

Please list the main email address you would like to be used to contact your family in the event of school closure and for updates about the situation:

Please list the mobile phone number you would like text messages regarding updates and school closure. Please ensure you specify the relationship of this person to the child:

Number: _____

Name: _____

Relationship to the child: _____

Please indicate whether your child has access to the following at home:

A laptop/computer/tablet Yes No

Access to the internet Yes No

A mobile phone with access to the internet Yes No

Signed: _____ Parent / Carer

Name: _____ Parent / Carer