



18/09/2020

Dear Parents / Carers,

Procedure in the event of a school, year group(s) closure

I hope that you and your families are well.

As you may be aware, in the event of a positive COVID 19 case from a pupil or member of staff, the School may be forced to close to one or more year groups for a period of time.

What follows is our plan for dealing with this situation, though it must be made clear that this could change according to the advice of Public Health England and the Department for Education at any time.

In the event of notification of a positive test and in order to minimise the risk as best we can, we would seek to dismiss the pupils in the affected year group(s) as quickly and safely as possible, reducing their contact and interactions with others. Pupils will be kept in the class group that they are currently being taught until they are able to be dismissed. In this circumstance, pupils in the year groups affected would not be able to use buses or public transport to travel home, as this would increase the risk of transmission to other Year group 'bubbles'. These pupils would need to be collected as a matter of urgency, or safe alternate arrangements made.

In order to best prepare for this situation should it arise, could you please click the link below to let us know how your son/daughter would travel home? This will allow us to see which pupils have permission to travel home on foot and those who are being collected.

[COVID-19 Response Form](#)

Alternatively, please contact the school office via 01538 384939 or cvm.office@ttl.org.uk to confirm these details, remembering to include your son/daughter's name and year group.

In the event of closure, we will contact parents / carers via text and email. Please let the School office know if your details may have changed to ensure that we can get in touch.

Any pupils who are forced to isolate as a result of closure will be taught via our remote learning plans for the duration of their absence. You will receive more information about these plans very soon.

Thank you for your ongoing support. Please get in touch should you have any questions.

Yours sincerely,

S Fryer
Mr S Fryer
Headteacher