



Our Ref CL/kjs

16 March 2020

Dear Parents/Carers

As you are aware the worldwide outbreak of Covid-19 is resulting in changes to how organisations operate and as a result I have taken the decision to make the following changes to our procedures over the next three weeks.

Meetings and Visitors to School

As from Monday 16th March the following procedures will apply:

- **All external school meetings involving visitors to the school will be cancelled** and will be conducted by telephone.
- Heads of House, the Senior Team and I will **conduct any pre-arranged parental meeting by telephone**, as oppose to face to face.
- **Parent Information Evenings will be cancelled**
- **Year 9 Option Information Evening** – Wednesday 1st April is cancelled. An options booklet and sheet will be sent to all parents.
- **Year 9 Photographs** – Friday 27th March will be cancelled. Alternative date to be advised in due course.
- **Reception will be closed to all external visitors, including parents.** Any contact with the school will need to be conducted via email or by calling reception: 01384 686600
- **All sporting fixtures and trips will be cancelled.**
- **All external lettings of school facilities will be cancelled.**

These measures are not intended to cause any panic but are simply to minimise the risk of infection and safeguard both the staff and students of Ellowes Hall. The focus over the next three weeks is the smooth running of the school.

As a school we will continue to follow the guidance from Public Health England and the Department for Education. The current advice, as of Friday 13th March, is that any student who has a temperature or persistent cough, should self-isolate for 7 days. The school will authorise all absences that should arise as a result of this.

It is important that education of our students is not interrupted and that we are able to operate as normal for as long as possible. However, as you are aware contingency plans are already in place and I will continue to keep you updated of any further guidance received.

Yours sincerely

Mrs C Leslie
Headteacher

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