

17th March 2020

RE: Potential school closure

Dear parent

I am writing to notify you that we are planning for the potential that we may need to close school. Please note that we are **not confirming that the school will close** – we want to reassure you that if this were to happen, we are fully prepared to take action.

We take the health and safety of our pupils and staff very seriously and will keep you updated with any developments, including whether we will need to close.

Current guidance from the Department for Education (DfE) and Public Health England (PHE) remains that schools stay open; however, it is possible that this advice will change as the spread of coronavirus continues and staff are affected by restrictions. If we are required to close our school, we will take the necessary steps to ensure you are informed of the closure and that the effect on pupils' education is limited.

In the event that we do close the school, you will be informed via **text message** and **email**. Please check that you have provided us with your most up-to-date contact details to ensure you receive any correspondence regarding a closure. If you need to provide us with new details, please contact the school office on **01670 739111**.

Yours sincerely,

Clare Scott
Headteacher