



Dear Parents and Carers,

2<sup>nd</sup> November 2020

I hope that you have had a good half term in your families with some time for children to rest and recharge.

I wanted to write following Saturday's announcement of an upcoming 4 week 'lockdown' from Thursday. The difference this time is that schools will be open for all children throughout. I have been following news and tracking cases closely for the last few weeks, and have seen that we are in one of the lowest areas in the country for cases but it doesn't mean we can be complacent, and therefore of course we will continue to do everything we can to make sure that our school is as covid safe as we can make it.

The government decision and announcement seemed rushed, and the accompanying further guidance around expectations for schools is not currently issued. This will mean that there will be decisions and further information out during the week and I'll be making sure I keep you and students and staff updated.

I wanted to emphasise a few things to you that we are doing so that we are all very clear of the measures in place and how we need to work together.

1. Please do not send your child to school if they or anyone in the household has symptoms or if you have been contacted by test and trace and asked to isolate. We have some postal tests at school and can support you with accessing one if you are not able to book a test. We will set work on Go for schools for isolating students to complete if they are well.
2. Even if you are isolating please let us know if there is a positive test for a student - we have to track back in school and advise isolation where necessary.
3. We will provide vouchers for students on free school meals if they are off school due to isolation.
4. We support the wearing of masks for movement between lessons in indoor communal areas - I suspect that this will become compulsory as time goes on from Government guidance and you may wish for your child to start doing this now. We will talk to children further about this as advice changes. If you wish your child to wear a mask in lessons please do contact me - for some children this has really helped their confidence in being in classrooms. Current guidance says that masks should be kept in a sealed plastic bag when not in use - I have purchased small 'gripper' bags for this that we can give to children if they need it.

Headteacher: Mrs. Vanessa Whitcombe

Unity Schools Partnership is a charitable company limited by guarantee and registered in England and Wales with company number 07400386. The registered office is at Unity SP Offices, Park Road, Haverhill, Suffolk, CB9 7YD.



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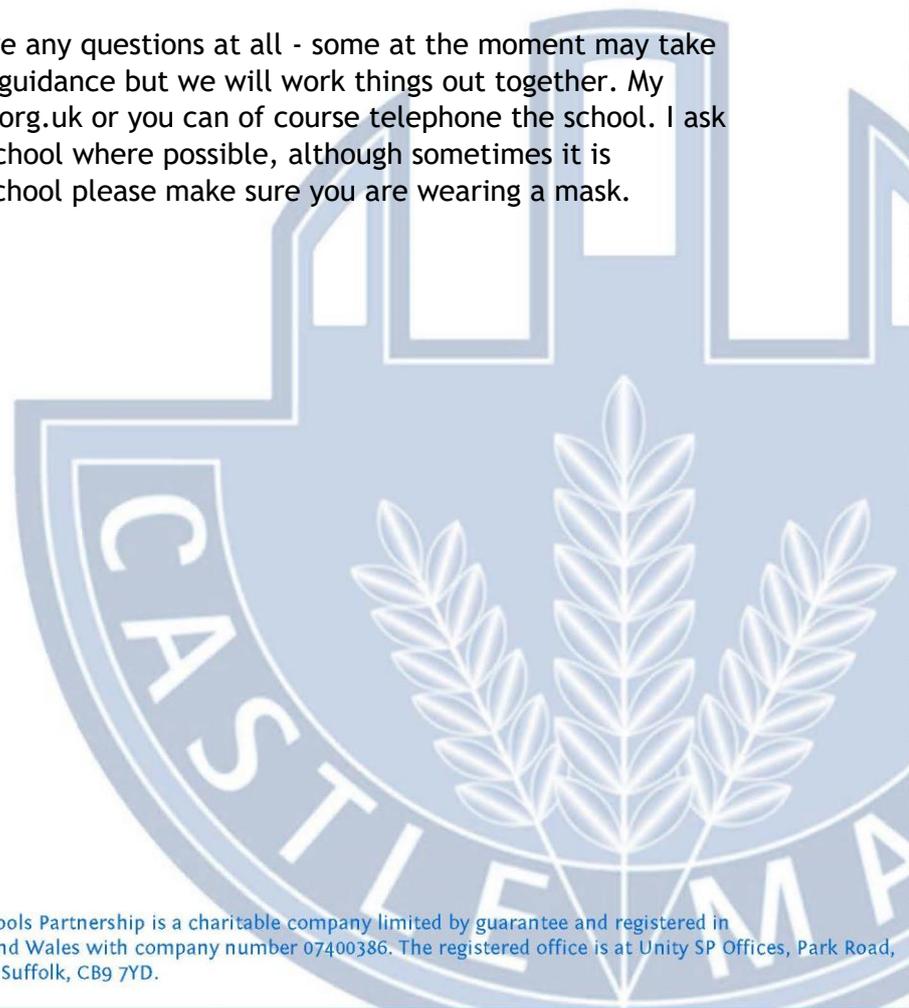


5. The way we have set up our movement around school means that indoor communal space is minimised and we are outside during transitions. We will also continue to ventilate classrooms well with open windows and doors. Please encourage your children to wear outdoor waterproof coats and consider an 'under layer' under shirts. The central heating is on and classrooms have not been cold but as the weather changes that may become more so.
6. We will continue with our regime of sanitising very regularly and cleaning at the end of each lesson - students have become very good at this, and it has become habit but we will re-focus this week after the break.
7. We will be working to emphasise with students the measures they need to take outside school to be safe - sticking to the guidance of not mixing households and sticking to the 'hands, face, space' rule. This can be difficult to understand especially when they are mixing in school with their yeargroup.

As ever please contact us if you have any questions at all - some at the moment may take a little time to answer as we await guidance but we will work things out together. My email is [VWhitcombe@castlemanor.org.uk](mailto:VWhitcombe@castlemanor.org.uk) or you can of course telephone the school. I ask that you try to avoid coming in to school where possible, although sometimes it is unavoidable. If you do come in to school please make sure you are wearing a mask.

With best wishes

Vanessa Whitcombe  
Headteacher



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