

Spon Gate Primary School
Upper Spon Street
Coventry
CV1 3BQ

Tel: 02476 226031

Email: admin@spongate.coventry.sch.uk
Headteacher: Jamie Wingrove



Monday 16th March 2020

Dear parents/carers,

As you're probably aware, the government's guidance on the coronavirus has changed from the 'contain' phase to one of delaying the spread of the virus. We're getting in touch to let you know what we're doing in light of this, and what we expect from all of you, to help make sure our school community keeps safe and calm.

We'd like to reassure you that at Spon Gate Primary School we're taking all of the necessary steps to protect our community and are continuing to follow official guidance from the government and Local Authority.

What's the current situation?

- The **school remains open** – this is the current official guidance we've been given
- All school functions continue to run as normal, including Breakfast Club and after school clubs
- Pupils should attend unless they feel unwell – if your child has any of the following symptoms they **should remain at home for 7 days**:
 - a new, continuous cough and/or
 - a temperature
- If your child is unwell, report this as you would normally by telephoning the school on 02476 226031
- We'll keep you up to date with any changes to the current situation

What we're doing to protect and support pupils and staff

- We are having regular assemblies to reinforce the importance of hand washing and using tissues
- We are making sure that all surfaces are cleaned thoroughly, including door handles and stair bannisters
- If we have any concerns about the health of any pupil, we will contact parents so that they can collect their child and seek medical advice if needed

What we need you to do

- If you've recently changed your contact details, please inform the school office **as soon as possible** via telephone
- Talk to your children about the coronavirus. It's a scary time and we should make sure children feel supported. [BBC Newsround](#) has regular updates for younger children and [YoungMinds](#) has practical steps older children can take to help with anxiety
- Come and collect your child straight away, if we ask you to (we'll contact you if they become ill with either a temperature or a new, continuous cough)

- Check that your child has access to the school's website from home, and let us know if there are any issues (www.spongate-coventry.org.uk)

What happens if the school has to close?

We'll only close if we're either officially advised to do so or we don't have enough staff to run the school.

In either case, we'll:

- Post updates on our website and Twitter feed (@SponGatePrimary), including the date that we expect to re-open if known
- Update the school website with learning activities and website addresses that you and your child may choose to use to support learning

Please keep in mind that we're only sending out this information to help the school community prepare. There are currently no plans to close.

If you have any questions

Please consult the:

- School office, if you have any questions about our response to this issue
- [NHS](#), if you want to know more about the symptoms of coronavirus. If you think you or your child may have the symptoms, use [NHS 111 online](#) if at all possible before calling 111
- Department for Education's coronavirus helpline: 0800 046 8687, if you have any questions about the government's response to coronavirus in relation to schools
- Government's [travel advice](#), if you want to know whether any upcoming trip or holiday you're taking abroad should go ahead

It's a tricky time and we know you're worried about the impact this might have on our community. It's important we keep each other safe and talk about these events to help with any anxiety.

Thank you for your continued support.

Yours faithfully

Jamie Wingrove
Headteacher