

11th March 2020

Dear Parents,

**CORONAVIRUS COVID-19 School is open as usual until you hear otherwise.**

We are writing to let you know how we are managing the current Coronavirus situation. Copies of all communication regarding this and any possible school closure will be on our website [www.thegreenroomschool.com](http://www.thegreenroomschool.com), including our **Emergency and Continuity Procedure Policy** which details our plans in full.

Currently all pupils, staff and visitors have their temperature taken on arrival and if over 37.5 degrees and the person has a cough they will be sent home and asked to monitor their symptoms and seek advice from a healthcare professional regarding treatment. Regular hand-washing of over 20 seconds is advised to all staff, pupils and visitors, as well as other government issued advice concerning sneezing, touching face, etc. Health advice is based on the daily updates we receive from central government and we will adjust our approach based on the guidance.

If you have travel plans for overseas destinations please inform us.

If someone in your household is diagnosed with the Coronavirus, we request that your son/daughter should self-quarantine for 14 days; please inform us of the situation.

Whilst no one knows exactly how the next few weeks will play out, we would like to share our plan. Our Executive Leadership Team and Trustees will decide, following guidance from central and local government, or compromised staffing levels, whether to close the school. You will receive either a letter or text explaining this. We will send follow up texts weekly or as needed thereafter. **That decision has not been made, school is open as usual until you hear otherwise.**

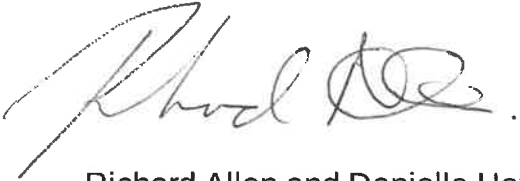
Lessons will continue - staff will operate from home via Google Classrooms/ Hangouts (for lessons), Therapy will continue - staff will operate from home via Google Hangouts. Information on how this will work will be sent to pupils via emails ([pupilname@thegreenroomschool.com](mailto:pupilname@thegreenroomschool.com)). Chrome books will be issued to pupils who don't have computers at home if time allows. Where pupils do not have access to the internet paper resources will be provided if time allows. Staff will explain how the process will work with the pupils over the coming days. Should there be difficulties accessing the internet communication/lessons will

wait until it is functioning.

Concerning public examinations, we will be guided by advice from the Exam Boards.

If you have any questions please contact the school. On-going updates will be on our website. Thank you for your continued support.

With Best Regards,

A handwritten signature in black ink, appearing to read 'Richard Allen and Danielle Haxby'. The signature is fluid and cursive, with a large initial 'R' and 'D'.

Richard Allen and Danielle Haxby  
Heads of School