



# Southend High School for Girls

An Academy Grammar School

Southchurch Boulevard, Southend-on-Sea, SS2 4UZ

Headteacher: Mr J Carey MEd (Cantab), BA (Hons), LLE

10<sup>th</sup> March 2020

Dear Parent / Carer,

## Coronavirus Update

Since our recent email containing the Government links to help you find the latest information on the coronavirus, the number of cases in the UK and in the local area have been increasing. We would therefore like to inform you about our contingency and emergency planning programme. We are committed to the health and safety of our students and staff and will continue to provide parents and students with regular updates as we monitor the situation closely and keep these arrangements under review. It must be emphasised that these arrangements are merely prudent planning on behalf of the school and should not be a cause for alarm.

In addition to this letter, we have sent you:

- A link to Ofqual's updated statement on coronavirus regarding examinations.
- The World Health Organisation's *Coping with stress during the 2019-nCoV outbreak*
- A link to GOV.CO.UK's *COVID-19: guidance for educational settings*
- A list of Frequently Asked Questions that parents may have regarding the school's response to COVID-19

In the event that the school has to respond to actual or related cases of the virus and students need to self-isolate, we have organised for students to have remote access to learning in order to continue their education and minimise disruption to other students. These arrangements are outlined below:

- All staff have email groups for their classes. Teachers will email these classes any work that needs to be completed.
- All staff and students have access to Office 365. Some teachers, in addition to emails, may use groups in Office 365 to send students work and undertake marking.
- Students should check that they know how to log onto and use Office365.
- Students must ensure any files they need to work on are uploaded to Office365.
- Students should ensure they have resources at home for each subject by storing textbooks at home and only bringing to school textbooks required for the day.

We are aware that not everyone has access to the Internet or a computer at home. Please contact your daughter's / son's Learning Manager if you foresee any difficulties with the above arrangements.

We are asking all parents to maintain lines of communication through the school's parent app, general email ([office@shsg.org](mailto:office@shsg.org)) and website ([www.shsg.org](http://www.shsg.org)). We will also send you a text message if there are any urgent communications. All communication will be uploaded to the school website.

Telephone: 01702 588852

Email: [office@shsg.org](mailto:office@shsg.org) Web: [www.shsg.org](http://www.shsg.org)

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PTO.



To ensure students are as informed as possible about our contingency plans, and about the virus, I am leading assemblies over the next few days along with a member of staff who has expertise in this area. Part of this information and advice includes explaining the symptoms and how to reduce the spread of infection. We have already put the government poster around the school to assist in this; you can find this on the home page of the school's website.

If your child becomes unwell at school, please be prepared to pick up your child immediately.

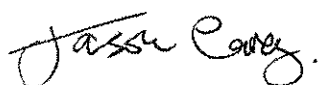
We consider it would be prudent for all parents to inform the school if you are keeping your daughter / son at home following NHS 111 advice to self-isolate, awaiting the result of a coronavirus test, and if there has been any significant changes to your child's general health. Clearly, these arrangements are in place for those students who are self-isolating and not unwell. In the event that there are mild symptoms parents will need to make a judgment regarding whether or not their child is well enough to undertake the work sent home by the school.

We continue to receive daily updates from the DfE and Public Health England, who are the only bodies that can make a decision about school closures. We are putting in place contingency plans if a significant number of staff are absent from school. In such circumstances we will prioritise Years 11 and 13 for their exam classes and may amalgamate classes together for a period of time to maintain continuity of education.

Should we have to close, we will expect all students to maintain contact through school emails and Office365.

We will keep you informed as the situation changes.

Yours sincerely,

A handwritten signature in black ink that reads "J. Carey". The signature is written in a cursive style with a large initial 'J' and a trailing flourish.

J. Carey

Headteacher