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Co-op Academy  
Stoke-on-Trent

13th March 2020

Dear Parents and Carers,

## Coronavirus/COVID-19 Update

I am sure that you will be asking what our academy is doing about coronavirus and what we would do if a case of coronavirus/COVID-19 was confirmed locally or in one of our academies.

I want to keep you informed of what we are doing and how we are preparing. We will follow the advice of the Department for Education and Public Health England. We are managing the risk and we have to be very careful about the potential consequences of any decisions that we make.

**Following yesterday's announcement by the government we will continue as normal in our academy - unless we are specifically told to close by Public Health England.** You can help manage that risk by continuing to encourage good hygiene and getting children to regularly wash their hands. They should also cover their mouths if they have a cough and use and throw away tissues.

We don't want children to miss any lessons and we don't want to put parents and carers under more stress having to make childcare arrangements. Our academy is also very aware that if we close for any reason, we may be putting children at risk in a different way when so many parents and carers have to go to work.

Our cleaning staff will wipe down surfaces and clean toilets thoroughly as part of the normal cleaning routine, we are lucky to have such a dedicated team. This is why we emphasise the importance of good hygiene. We are teaching pupils, in an age-appropriate way, about risk, being responsible and doing our best to keep everyone safe.

## What you should do

If your child is ill and needs to stay off school, please inform the academy as normal. If you think that this may be coronavirus, follow the advice of Public Health England and isolate your child at home in a ventilated room, and make sure they have their own towels. You can call 111 for further advice.

If your child has been in contact with someone who is thought to have coronavirus, there is no reason to keep them at home and they should continue to attend school. If they begin to show symptoms, isolate them and take medical advice by calling 111. If your son or daughter displays coronavirus-like symptoms in the academy we will issue you with a letter stating that you should follow the Public Health England advice and isolate for 7 days in the first instance.



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If your child has been in contact with someone with **confirmed** coronavirus, follow Public Health England advice, isolate your child for seven days in the first instance and phone 111.

## What we will do

If a child in one of our academies or a member of staff is confirmed to have contracted the virus, we will be directed by Public Health England's advice. Currently, the advice is that schools should not close. If that changes, we will follow all the advice given. At this point, we will move onto "Learn at Home".

If Co-op Academy Stoke-on-Trent has to close, teachers will set and mark work for pupils via Google Classroom which is accessible from a smartphone and tablet as well as a computer with internet access. This is already in place and students are used to using this. We will prioritise Year 11 work in the first instance as it is so close to the GCSE examinations. If you believe that you will not be able to access Google Classroom on a device as above we can provide paper copies of work or possibly loan a Chromebook in specific cases. Any student with an EHC Plan should contact Learning Support.

We are aware that there are many families that rely on the academy to provide free school meals. If the academy is closed during normal term time, we will update you on a solution to continue to provide free school meals in some form.

We have a range of ways of contacting the academy, however at a time of high traffic I would urge you to use email. The academy email is [academy@cas.coop](mailto:academy@cas.coop) for general enquiries. For specific welfare issues you can also contact your son or daughter's Year Manager: **Year 7** – Mr Wright – [CWright@cas.coop](mailto:CWright@cas.coop); **Year 8** – Mr O'Dea – [JOdea@cas.coop](mailto:JOdea@cas.coop); **Year 9** – Miss Brown – [LBrown@cas.coop](mailto:LBrown@cas.coop); **Year 10** – Mrs Aitken- [maitken@cas.coop](mailto:maitken@cas.coop) and **Year 11** – Mrs Springett ([VSpringett@cas.coop](mailto:VSpringett@cas.coop))/ Mrs Cooke ([ACooke@cas.coop](mailto:ACooke@cas.coop)). These email addresses are also available on our website.

In situations like this, where there are a lot of things that we do not know, it is particularly important that we work together, in the interests of children. We will inform parents and carers through our website, social media, emails and texts, if there are any changes.

I want to thank you for continuing to work with us and for your support; the safety of our children is the most important thing for us.

Yours faithfully

Mr N Lowry  
Principal