

March 16th 2020

Covid – 19 School Precaution Measures and Notification of Closure



Dear parents/carers

Due to the current circumstance in regard to COVID-19 and the schools responsibility to safeguard the whole school community, we will be taking the following precautions and actions and we would appreciate your cooperation and understanding;

- Staff and students who have returned from a high risk area or have been in contact with a person who has symptoms that suggest that they may have the COVID-19 will be advised to follow government guidelines (<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>) to self-isolate for 7 - 14 days.
- All school trips and after school clubs have been cancelled until further notice
- Parents evening and social events have been cancelled until further notice
- The staff/pupil ratio will be monitored daily to ensure that we are sufficiently staffed to operate safely as a school and safeguard the school community. In the event of school closure you and your child's transport will be notified as soon as we possibly can.
- We will be sending additional homework in advance and also providing all students with login details so that they can access online learning in the event that the school has to close.
- **If there are school closures** your child's form tutor will be in contact and you can also contact them during school hours (8.30 – 15.45). You can also email form tutors via formtutors@insightsesc.co.uk
- If you or your child has a scheduled meeting at the school, please these are currently being postponed until further notice. For urgent issues and review meetings these will be conducted by telephone or Skype.

address:

3 - 5 Alexandria Road
West Ealing London
W13 0NP

telephone

020 8840 9099

email

info@insightsesc.co.uk

web

www.insightsesc.co.uk

Please be reassured that we are continuing to take all the necessary measures to maintain a high level of hygiene in our school buildings, school vehicles and sports facilities.

If you have any questions or would like to discuss the arrangements further, please contact the school on 020 8840 9099 and ask to be directed to a senior member of staff.

Yours Sincerely

Barbara Quartey
School Director



Registered with the
DfE No. 307/6339