



# Larwood Academy Trust

Executive Headteacher: Mr Sean Trimble B.Ed (hons) MA NPQH

WEBB RISE, STEVENAGE, HERTFORDSHIRE, SG1 5QU  
Email: admin@larwood.herts.sch.uk Telephone: 01438 236333  
Website: www.larwood.herts.sch.uk Facsimile: 01438 236363

*Larwood School*

Deputy Headteacher: Mr Pierre Van Der Merwe – BA, NPQH

*Brandles School*

Headteacher: Mr David Pearce – BA (hons), PGCE, NPQH



13<sup>th</sup> March 2020

Dear Parent(s)/Carer(s)

## ***Update-Covid 19 and how we are dealing with the issue.***

I am sure you have been keeping up to date with the ongoing developments connected with Covid 19. Yesterday's advice (and some previous advice) was as follows:

- If a pupil or member of staff is suspected to have the virus, they will remain at home and self-isolate. Currently the advice does not state to close the school down. However, this advice does not take into account the nature of many special schools whereby children and staff regularly mix, during a variety of activities during the course of a normal day. If this did happen we would risk assess this situation  
Please note that at approximately 1.30 today, I was informed that a parent may have suspected Covid 19.
- If we do have a confirmed case, I will write to you all and inform you that this has taken place-be it staff or pupil. I would then discuss with senior leaders and the Chair of the Trustee Board, how we would deal with such a scenario. Advice will also be sought from Public Health and other relevant parties. This situation may lead to school closure if many staff have been in close contact with the pupil and then need to self-isolate. We cannot run the school without our staff, after a critical number are away.
- Additional advice yesterday evening is now that anyone who has a high temperature or dry/persistent cough will be asked to self-isolate for at least 7 days. If there are high numbers of pupils/staff in this situation, this will lead to school closure due to health and safety and being able to maintain our usual staff to pupil's ratios etc. Again, currently as of today ***we do not have anyone in this situation.***

Currently there is no advice related to the specific issue of transporting our children. However, just like the rest of the population, taxi drivers and escorts may have to stop working due to being unwell and self-isolation. We will deal with this scenario when it happens and on a case-by-case basis.

Please note that both Brandles and Larwood staff have discussed and are preparing for school closure. We both have ways of setting and passing on work to parents when this happens. This now seems to be the case across the country for all schools. The vast majority of countries effected by Covid 19 have already taken the decision to close all schools. Therefore, it will be a matter of time before either the government makes such a decision, or schools have to close due to numbers of



# Larwood Academy Trust

Executive Headteacher: Mr Sean Trimble B.Ed (hons) MA NPQH

WEBB RISE, STEVENAGE, HERTFORDSHIRE, SG1 5QU  
Email: admin@larwood.herts.sch.uk Telephone: 01438 236333  
Website: www.larwood.herts.sch.uk Facsimile: 01438 236363

Larwood School

Deputy Headteacher: Mr Pierre Van Der Merwe – BA, NPQH

Brandles School

Headteacher: Mr David Pearce – BA (hons), PGCE, NPQH



pupils and staff being effected. I will of course keep communicating about this during the next few days/ weeks depending on how this evolves.

## Suspected case of Covid 19

Please note that just before the end of the school day, I was informed that a parent **may** have Covid 19. You may be aware that advice yesterday confirmed that testing for this would no longer be routine, and therefore this remains as a 'maybe' situation. The pupil was taken home separately to other pupils and staff have all been informed of the situation.

All advice from public health will be followed, and I have discussed the situation directly with them. Therefore:

- We remain open and there is only a need to self-isolate if you develop the symptoms
- Normal cleaning procedures will also take place
- The weekend will help support the above
- Unless any pupils or staff demonstrate symptoms, they should continue to attend unless directed otherwise.

If you have any concerns or questions about this matter, please do call on Monday morning.

Yours sincerely

S D Trimble

Headteacher



# Larwood Academy Trust

**Executive Headteacher: Mr Sean Trimble B.Ed (hons) MA NPQH**

WEBB RISE, STEVENAGE, HERTFORDSHIRE, SG1 5QU

Email: [admin@larwood.herts.sch.uk](mailto:admin@larwood.herts.sch.uk) Telephone: 01438 236333

Website: [www.larwood.herts.sch.uk](http://www.larwood.herts.sch.uk) Facsimile: 01438 236363

**Larwood School**

Deputy Headteacher: Mr Pierre Van Der Merwe – BA, NPQH

**Brandles School**

Headteacher: Mr David Pearce – BA (hons), PGCE, NPQH

