



St Michael's Catholic College

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www.stmichaelscollege.org.uk

Principal: Ms Felicity Corcoran

Vice Principal: Ms Charlotte Sayed

Vice Principal: Ms Kathleen Faherty

16th March 2020

Dear Parent/Carer,

RE: Covid-19 (Coronavirus) Important Update 16.03.20

A reminder that the guidance issued to the public about measures to combat Covid-19 has recently changed and should therefore be followed by parents and carers **effective immediately** if your child/ren have the following symptoms:

- **new continuous cough,**
- **and/or high temperature**

The main messages are:

- If a student has symptoms as stated above, please ensure they do not come to college, they stay at home and do not leave the house for 7 days from when the symptoms started.
- After 7 days, if they feel better and no longer have a high temperature, they can return to their normal routine.
- If a student has not had any signs of improvement and you have not already sought medical advice, you should contact NHS 111 online at 111.nhs.uk. If you have no internet access, you should call NHS 111.
- A cough may persist for several weeks in some people, despite the coronavirus infection having cleared and a persistent cough alone does not mean students must continue to self-isolate for more than 7 days.

All parents/ carers have a duty to inform the college **immediately** if their child has these symptoms and is required to stay at home for 7 days. Parents should do this by phoning the college and informing Mrs D. Carr the college Attendance and Welfare Officer with details of the symptoms and the date they started. Please note that the college will be monitoring student absences to ensure that students required to self-isolate/diagnosed with Covid-19 are not returning to college before the appropriate time. We will also be monitoring any staff absences in the same way.

Please note that if a child, parent or family member has self-isolated for these reasons, **it is not currently a requirement for the whole family to self-isolate**. The current advice does however state that if a student/staff member informs the college that they have had contact with a **confirmed case of Covid-19** and they have no symptoms they will be advised to follow Public Health England guidelines to self-isolate.

Please note that we cannot authorise students' absence if parents have simply decided that their child will be kept away from college at the current time for non-medical reasons or if they have decided to place their child in self-imposed self-isolation which is not in line with Public Health England guidance.



St Michael's Catholic College is registered in England & Wales with Company Number 08160034

Registered Office - Llewellyn Street, Bermondsey, London SE16 4UN

If a student or member of staff presents with these symptoms whilst at college, we have a designated medical isolation room where they will be taken to be assessed and then supported to leave the site as quickly as possible should they present with the Covid-19 symptoms. Public Health England guidance for disinfecting the college will be followed once they have left the site. In the case of students, we will contact parents/carers straight away who will be asked to come and collect their child immediately and take them home to self-isolate for 7 days.

Furthermore, I have taken a number of additional measures to ensure the safety of everyone at St Michael's during this period which includes:

- Additional cleaning routines - cleaners will concentrate on hard surfaces and high traffic areas (chairs, tables, handles, taps, etc.) in order to ensure they get sufficient attention and are regularly disinfected.
- Handwashing guidance and reminders regularly given to students. Additional soap and hand sanitiser have been placed around the college buildings. Additional monitoring of students' handwashing will take place during both 4a/4b lunchtimes.
- All visitors to the college are directed to use hand sanitiser before being allowed to enter the building.
- Consideration of vulnerable children (and families) with medical conditions e.g. diabetes, asthma and sickle cell. I have written to parents and asked them to seek advice from their GP/consultant about how risks may be managed and mitigated on a case by case basis.
- Reducing contact situations e.g. cancellation of assemblies, whole year groups attending reconciliation together in the hall etc.
- Cancelling or postponing events – I have postponed the upcoming **Year 12 parents evening** until the summer term and have cancelled the **Year 11 and 13 mock results evenings** due to take place with parents and students this week. More information will be sent out to Year 11 and 13 parents who will need to confirm receipt of results before they can be issued to students and some will be asked to take part in telephone meetings with Leaders of Learning/SLT to discuss their child's progress.
- Cancellation of all trips and sporting fixtures due to take place before Easter. This is to ease pressure on staffing and avoid exposure to other students/adults. I have not decided about summer term trips at this point and am awaiting confirmation from the Department of Education to confirm their recent guidance about no school overseas trips to see if this includes those planned in May/June.

At present the college has been directed to remain open by the government however, insufficient staffing levels due to illness/required self-isolation may also necessitate closure. Therefore, the following phased contingency plan will be implemented in these circumstances:

Phased Contingency Plan for College Opening

Option 1 – College open as normal

- All students attend if well
- All/ the majority of staff attend if well

Option 2 – Staffing is lower than expected and between 70%- 80%

- College will be open to Year 7, 8, 11 and 13 and any students in Year 10 whose parents work in the NHS/emergency services. All other students in Year 10 and 12 will be sent home.
- All well and non-self-isolating staff will attend college

Option 3 – Staffing is predicted to be low and below 50%

- School will be open to Year 11 and 13 students only and any other students whose parents work in the NHS/emergency services
- All well and non-self-isolating staff will attend college

Option 4 – Insufficient staff for any full year groups to be in

- School will be closed to all students except those whose parents work in the NHS/emergency services
- All well and non-self-isolating staff will attend college

Option 5 – The school has been instructed to close by Public Health England/Government

- The school will be closed to all students and staff
- Staff will be directed to work at home as per newly arranged procedures for remote working.

Please note that the decision as to which option to follow can only be taken each morning, based on staffing levels on that day and therefore information may be communicated to parents at very short notice. It is essential that parents check Edulink regularly for updates at the present time.

Parents who work in the NHS or for the emergency services must contact Mrs V. Ferguson (PA to the Principal) by phone or email via contact@stmichaelscollege.org.uk by the end of tomorrow stating where they work. This is to ensure we have an up to date list of students who will need to be in college for as long as we are able to remain open and to help support the NHS at the present time.

In preparation for these different scenarios we have prepared a detailed and robust contingency plan to ensure that we remain able to offer the best possible education to all of our students and in particular to prepare Year 11 and 13 for their upcoming public examinations to the absolute best of our ability under the circumstances. If year groups are sent home, work will be set for all students remotely using the Google classroom facility. If the entire college has been instructed to close we will be able to provide remote learning for all students for the period of closure.

I am aware that this situation is both complex and unprecedented for all of us and I can assure you that all actions being taken are those which are deemed to be in the best interests of all students, staff and families and are in line with Public Health England and government guidance.

Thank you for your continued support at this time.

Yours faithfully,



Ms F Corcoran
Principal