



6<sup>th</sup> November 2020

Dear Parents & Carers,

As you will be aware, the school had its first confirmed case of Covid19 amongst the pupil community yesterday (05/11/20) where we received a notification of a positive test regarding a Year 6 pupil. I am writing to you now to update you regarding the steps the school has taken since receiving this information.

- To ensure the immediate safety of pupils and staff, and in consultation with Public Health Redbridge, we immediately closed the Year 6 bubble today (06/11/20) to allow a full risk assessment to be carried out.
- We have now had time to complete both our risk assessment and an internal 'track and trace' process identifying which staff and pupils may have been in close contact with the affected pupil. This has included;
  - Reviewing the pupils' contact logs (which record who they spend time with at breaktime and lunchtime)
  - Reviewing class and set arrangements, including seating plans
  - Checking with staff about engagement and contact in class
  - Reviewing our hygiene and cleaning logs & arrangements
- As a result, we are able to confirm that there is no suggestion that the pupil in question had been in close contact with pupils or staff from any other year groups, nor did they have any siblings in other year groups.
- Furthermore, thanks to the stringent steps we have taken regarding social distancing and recording keeping, and in consultation with, and the agreement of, Public Health Redbridge, we will be safely able to re-open Year 6 to those pupils who had not been in close contact with the affected pupil, following a deep clean of the Year 6 classrooms, corridors and communal areas. We will be writing to all the families in Year 6 to advise them as to whether their children need to remain isolating or are able return, should their parents wish.

*(Please note – the siblings of affected pupils should continue to attend school as normal)*

We trust that you also understand that the situation may change over coming days and weeks, however we will work hard to keep you updated. We want to reassure you that we continue to take every possible step to ensure that the risk to pupils is minimised, whilst continuing to ensure that your children receive and broad, balanced, and high-quality education they deserve, even though these most challenging of times.



Thank you as ever for your ongoing support – please do remember;

- To wear a mask when you are on the school site, unless you are medically exempt
- To wait patiently at the start and end of the day, especially if you arrive before the gates are opened
- To allow other families and households space as you move around the school site, and not crowd or push past others
- To follow the one-way system around the school.

Together we will get through this.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Paven Kettory'.

Mrs Paven Kettory  
Headteacher

