



WEST SUSSEX COUNTY COUNCIL

# IMBERHORNE SCHOOL

Headteacher: Mr Martin Brown

**Compassion**  
**Achievement**  
**Respect**  
**Endeavour**

*The cornerstones of our  
learning community*

12<sup>th</sup> March 2020

## Dear Parent(s)/Carer(s)

I am writing to inform you about actions we are taking to make the school as safe as possible during this uncertain period. As I am sure you understand it is hard to predict what the impact on schools might be in the coming weeks but we have taken steps to plan, as best as we can, for future events and would appreciate your support and understanding.

### Action we are taking now:

#### Awareness with students

During form time this week we have shared information received from the Department for Education with students. This information outlines the principles for good personal hygiene, focusing on steps we can all take to prevent the spread of infection. Students are encouraged to wash their hands frequently. It is noticeable that a number of students have their own hand sanitiser and are using this before and after eating.

Soap dispensers in the toilets are kept topped up throughout the day.

#### General Cleaning

We are prioritising certain areas of the building; the surfaces that people touch frequently such as handrails and door handles. Our cleaning team are working at full capacity and are currently trying to ensure that all table surfaces are also cleaned at the end of every school day.

### School Trips

As present, all our planned trips and visits are going ahead. The school will monitor the situation with regard to the Coronavirus closely, we are in regular contact with Public Health England to ensure we have the most up-to-date advice and information. Our insurance is linked to the advice of the Foreign Office. Please remember that short-notice changes to itineraries may occur due to circumstances beyond the school's control.

### Contingency Planning

As the path of the Coronavirus outbreak develops, we will be following advice from the Department for Education and the Government. This might, at some point, involve temporarily closing the school on a full/partial basis. If this happens, please note:

- Parents will be kept updated by email and messages on the school website. I would ask that if you are not routinely receiving email communication from the school at present that you check we have your most up to date email address



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- We will be setting work for students electronically. This will be in a range of different ways; a number of subjects deploy resources through google classroom and will be directing students to tasks available in this way. Other subjects will be communicating directly by email, setting tasks and sharing resources with students
- Remote Access will not be used since it cannot support the very large numbers accessing the school system at the same time. If students need to access information or work stored on the school system they can do so by using a programme called Foldr which provides access to all files stored on the school system without having to log in to Remote Access. There is a link to Foldr on the Students > Online services page on our website, or it can be accessed directly here at <https://files.imberhorne.co.uk> – students log on using their normal usual school username and password

There is also a free app available for both Android and iOS that gives access from a mobile device - and allows students to easily upload photos and videos to the school system. Search for "Foldr" in the app store and enter **files.imberhorne.co.uk** in the address box when prompted

- Staff will be available to support students by email, clearly there may be some occasional delays if staff themselves are unwell

### **Examinations**

The Government and the Joint Council for Qualifications (JCQ), the body which runs public exams are monitoring the situation with the Coronavirus. As any impact on exams will affect the whole country, we will follow any official guidance and keep parents updated.

### **Staff Absence**

It is possible that the school may need to operate as normal but with a higher number of staff absent than usual. In order to protect the chances of our exam year groups in the face of staff absence we will consider:

- Amalgamating classes to make best use of our available teachers
- Setting private study work to be undertaken in large group settings
- Sending some classes/year groups home in order to maintain safe staff to student ratios on site. Clearly this would be a last resort as our intention is to educate all students as normally as possible.

Please be aware that staff will have to follow advice from Public Health England about attending work if they have been in contact with cases of Coronavirus and may not be able to attend work for a short period even though they want to do so.

### **Further Information and Avoiding Anxiety**

The Government and the NHS have made lots of advice about Coronavirus (also called Covid-19) available on their websites. I recommend that you look to those sources of information for updates and news about the virus and avoid listening to rumour and second-hand information from other sources.



Clearly this is a developing situation and, at the time of writing, the risk to health and the smooth running of the school is deemed to be quite low.

We appreciate your support during this period. There is a great deal of media speculation and students can understandably become anxious, particularly if they see some of the most sensational coverage on social media. We all have a responsibility to ensure debate around this topic is measured and considered. School will continue to operate as normal for the foreseeable future.

Yours faithfully

Mr M Brown  
Headteacher