



13th March 2020

Dear Parent,

Re: Corona Virus – Covid-19

In view of the decisions relayed by the Prime Minister yesterday and in accord with the other secondary Headteachers in Crawley I wanted to contact you to relay our approach to the potential difficulties we may face over the coming weeks.

Schools are very efficient places for viruses to spread. We have 1200 people in one building sharing handrails, door fingerplates, desks and chairs all moving together hourly. It is logical to expect students and staff to contract viruses, as they do every year. We expect students and staff to follow government advice to self-isolate for seven days if they have a high temperature or a persistent new cough.

This will, in all likelihood, put a strain on our system. Usually staff who have a virus will struggle through or be off for a day or two and return. The level of cover, therefore, is likely to be much greater than usual. We may find that the amount of cover lessons required outstrips the number of staff we have available. In this event, we have a graduated response planned:

- Initially we will cancel meetings, off site trips and staff training to ensure we have the optimum available staff. This may mean some delay in meetings you have scheduled currently. Staff responses to emails and calls may be slower than usual.
- If we then are still overstretched, we will put multiple cover classes in a large room with a member of senior staff to try to cope with the staff absence.
- If we still have insufficient staff we will close the school to year seven and eight classes to release staff to teach years nine to thirteen.
- If we then have more staff absent we will close to more year groups, prioritising year eleven and year thirteen.
- If so many staff are absent that we cannot adequately staff the two exam years we will have to close the school but this would be an absolute last resort.

The next few weeks will be difficult and our capacity will be stretched and we would ask that you work with us.

Similarly, many students will need to be at home. We have been setting work for individuals this week but this will become unsustainable. I have asked for work to be set through go4schools homework for self-isolation. This is, wherever possible, self-marking work so that feedback is instant. I will not ask staff to mark work produced by students at home as this cannot be our priority, I am afraid.



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I would ask that you follow the governments' guidance in self-isolating your children, as this will serve to protect the vulnerable relatives of other students and staff in school.

The next few weeks look likely to be challenging but we will get through them if we work together.

Yours faithfully

A handwritten signature in black ink, appearing to be 'Rob Corbett'.

Rob Corbett
Headteacher



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