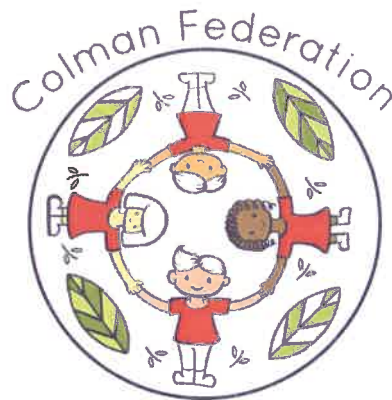


Colman Junior School
South Park Avenue
Norwich NR4 7AU



Colman Infant School
Colman Road
Norwich NR4 7AW

Mrs Julie Sandford
Headteacher

27th February 2020

Dear Parents/Carers

Since half-term we have had a number of queries about the measures we are taking to prevent any spread of Coronavirus in our schools.

I attach an information leaflet from Public Health England about Coronavirus in UK schools for your information.

We maintain high standards of cleanliness and hygiene in both schools at all times and will continue to do so. We are very aware of the need to prevent the spread of respiratory infections particularly through surface contamination and are paying extra attention to the cleaning of door handles, light switches and any surfaces that children and staff touch. We also continue to work with the children to educate them about appropriate personal hygiene and the importance of hand washing.

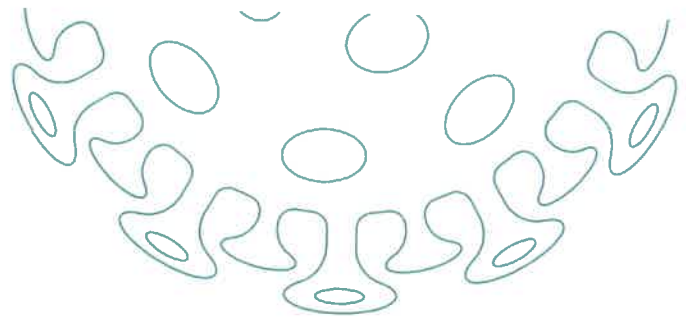
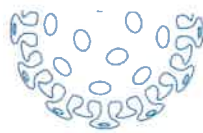
At the moment there is no need to take any further action within our schools beyond these measures but wish to reassure you that we have critical incident planning in place in the event of an emergency of any nature. We are monitoring and following government guidance to all schools and will keep you informed in the event of any changes.

With best wishes

A handwritten signature in black ink, appearing to read "Julie Sandford". The signature is written in a cursive, somewhat stylized font.

Julie Sandford
Executive Headteacher
The Colman Federation

Enc



Advice on the coronavirus for places of education

How serious is the coronavirus?

- it can cause flu-like symptoms, including fever, cough & difficulty breathing
- the infection is not serious for most people, including children
- there is currently no vaccine
- most people get better with enough rest, water to drink and medicine for pain

How likely are you to catch the virus?

- you can only catch it if you have been close to a person who has the virus
- the chance of being in contact with the virus is currently low in the UK
- if you have travelled to areas where many people are infected, your chance of catching the virus is higher, i.e. China and any affected areas

How can you stop coronaviruses spreading?

If you need to cough or sneeze



Catch it with a tissue



Bin it



Kill it by washing your hands with soap & water or hand sanitiser

You should wash hands with soap & water or hand sanitiser



After breaks & sport activities



Before cooking & eating



On arrival at any childcare or educational setting



After using the toilet



Before leaving home



Try not to touch your eyes, nose, and mouth with unwashed hands



Do not share items that come into contact with your mouth such as cups & bottles



If unwell do not share items such as bedding, dishes, pencils & towels



Stop germs spreading with our e-Bug resources on hand and respiratory hygiene lesson plans for KS1, 2 and 3: campaignresources.phe.gov.uk/schools

What should you do if you feel unwell?

Keep away from others and stay at home to stop the infection spreading. Avoid public transport if you think you have symptoms of coronavirus. If you become unwell at a place of education, tell a member of staff and let them know if you have travelled to any other countries in the last 14 days.

If your staff member or parent thinks you have symptoms of coronavirus, they should call **NHS 111** for advice. Follow the UK Government advice for childcare or educational settings [gov.uk/government/publications/guidance-to-educational-settings-about-covid-19](https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19). Parents can visit [NHS.UK](https://www.nhs.uk) to find out more information. Teachers and support staff should follow the UK Government advice.

Staff, students and pupils who have returned from Wuhan and Hubei Province in China should self isolate, and NOT attend education or work for 14 days. See [NHS.UK](https://www.nhs.uk) for advice on coronavirus.

If there is an emergency, call 999 immediately

