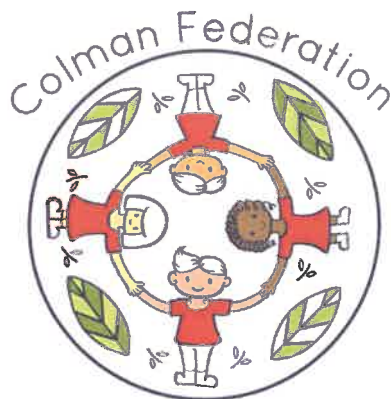


Colman Junior School  
South Park Avenue  
Norwich NR4 7AU



Colman Infant School  
Colman Road  
Norwich NR4 7AW

Mrs Julie Sandford  
Headteacher

13<sup>th</sup> March 2020

Dear Parents and Carers,

### Coronavirus

As you will be very aware, the Coronavirus outbreak continues. The government has instructed that schools remain open at this time. However, you will have seen that other countries have taken the decision to close schools in order to tackle the outbreak. Yesterday the government stated that they would consider closing schools in the days ahead if necessary and as a federation we have to be prepared for such an event. If schools are directed to close, we will ensure that your child receives work to complete either electronically or in paper form. If you do not have broadband access at home or a device that your child could access, do let us know as soon as possible and we will ensure that you receive printed versions of set work.

We are also planning for staff absences wherever possible. It is extremely difficult to get supply teachers in the current situation and we will do our very best to ensure minimal disruption to children's learning. However, in the event of significant staff absence, we may have to move children to other classes or year groups temporarily or close the school to specific year groups.

Pupils and staff who have a cough and/or high temperature are being advised to stay at home until they are well and for at least 7 calendar days. You should only call NHS 111 if the condition worsens or symptoms persist beyond the 7 days. Schools have not been given any additional guidance beyond this and we are not medical practitioners, so we are unable to offer any further advice. The Department for Education coronavirus helpline is available to answer any questions about COVID-19 relating to education. Parents and staff can contact the helpline as follows:

Phone 0800 046 8687 Email [DfE.coronavirushelpline@education.gov.uk](mailto:DfE.coronavirushelpline@education.gov.uk)

Opening hours: 9am to 6pm Monday to Friday.

As soon as we know anything more, we will be in contact again.

With best wishes

A handwritten signature in black ink, appearing to read "Julie Sandford".

Julie Sandford  
Executive Headteacher  
The Colman Federation