

11 March 2020

Outwood Academy Carlton

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Dear Parents/Carers

Further to my letter last week about our plans and preparations for any potential disruption to school regarding Coronavirus (COVID-19), we thought it would be helpful to explain what we are doing.

Firstly, we continue to receive daily updates from the government and we continue to follow their advice.

As an entire Trust of 32 schools, we have been through our emergency plans and developed contingencies should we have to close or partially close due to either government instruction or due to staff absence. In the event of any closure, partial or full, we will use our official local media stations, send you a message via our parent text service and put a message on our website and social media. Most importantly, we remain open and hope for excellent attendance unless you hear, via one of these methods, to the contrary.

The Trust has also increased significantly the cleaning of schools and, subject to availability, has made or is making provision for additional hand sanitiser to be available in classrooms and dining areas. We have talked to all children about how to properly wash their hands, placing posters in key areas to remind us all to maintain good hygiene. Areas like IT receive additional cleaning throughout each day to clean keyboards and equipment.

We are monitoring all trips and making decisions on a case by case basis, again following the latest advice from the government.

We are now preparing to provide work for your children should we have to close the school for any length of time. We are well-prepared for this situation, with excellent IT systems in place. For some time we have been developing our use of Google Drive: a cloud based drive where we can share resources. Within this, there is a application called Google Classroom: a streamlined, easy-to-use tool that helps teachers manage work. With Classroom, we can replicate classes, distribute work, grade and send feedback, and see everything in one place. We will use this system as the 'one-stop-shop' for all work to be accessed. As we further prepare this resource and in the event of having to use it, we will send out more information.

I know this is a very difficult time but I hope that this letter gives you some comfort that we are making the best possible preparations and, in the meantime, continue to operate a full and normal school day, welcoming your children to school each and every day.

Yours faithfully



Paul Haynes
Principal

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Registered office address: Potovens Lane, Outwood, Wakefield, West Yorkshire WF1 2PF.

VAT number: 158 2720 04. Outwood Grange Academies Trust is an exempt charity.

A list of Directors' names is open to inspection at our registered office.