



Dear Parent/Carer,

Coronavirus (COVID-19): Emergency Planning

As I am sure you are aware, there are increasing numbers of cases of coronavirus (COVID-19) being diagnosed across the country and government advice is being reissued daily. At present, schools are to remain open and we are working with the advice issued to us by Public Health England.

Symptoms

The symptoms of coronavirus are:

- a continuous cough
- a high temperature
- shortness of breath

But these symptoms do not necessarily mean you have the illness.

The symptoms are similar to other illnesses that are much more common, such as cold and flu. If you have these symptoms don't come to school and check if you need medical help. The new government advice states that if children, or anyone in their household have these symptoms they need to isolate for a period of fourteen days. If this affects your family, please ring the academy and inform us and we can ensure this absence is accurately recorded.

If you need medical help

NHS 111 has an online coronavirus service that can tell you if you need medical help and advise you what to do.

Use this service if:

- you think you might have coronavirus
- in the last 14 days you have been to a country or area with a high risk of coronavirus – see NHS website <https://www.nhs.uk/conditions/coronavirus-covid-19/advice-for-travellers/>
- you've been in close contact with someone with coronavirus

Do not go to a GP surgery, pharmacy or hospital. Call 111 if you need to speak to someone.

Further information is also available online on www.nhs.uk, or on <https://www.gov.uk/guidance/wuhan-novel-coronavirus-information-for-the-public>

Alternatively, on the Public Health England's website at <https://www.gov.uk/government/organisations/public-health-england>

Prevention is better than cure

There are various measures that people can use to reduce the spread of infection:

- wash your hands with soap and water often – do this for at least 20 seconds
- always wash your hands when you get home or into work
- use hand sanitiser gel if soap and water are not available

- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- put used tissues in the bin straight away and wash your hands afterwards
- try to avoid close contact with people who are unwell
- do not touch your eyes, nose or mouth if your hands are not clean

Please make sure your children follow this advice.

Information

- If a coronavirus epidemic means we have to close the school, or send some year groups home, we ask you to check our school website regularly. The school website is www.theeastmanchesteracademy.co.uk
- You can tune into the following radio stations for information:
 - Key 103 (103.0)
 - Smooth Radio NW (100.4)
 - Century/Real (FM 105.4)
 - Galaxy (102.0)
 - BBC Radio Manchester (95.1)
- The school website has the facility to translate key information into many languages (top of the screen)

Contact information

Please make sure we have all your up to date contact information, let us know any changes in address, mobile telephones or email.

Protecting learning and progress

There are links from the website to the school's virtual learning environment (FROG) which your son/daughter uses to study, if school has to send him/her home, and this will be continually updated, with work for him/her to complete. We may need to prioritise keeping examination classes in school. Decisions may have to be made on a day to day basis. Please be patient and ensure your son/daughter brings a reading book to school every day. We will be doing everything we can to keep the school open and protect learning.

Students in Year 10,11, have prepared for external exams in the Summer and need to use all the revision materials that school has provided to prepare fully for their exams and will need to plan revision using their revision timetable.

Please encourage your son/daughter to keep washing his/her hands, especially after coughs and sneezes. Thank you for your support and cooperation.

Yours sincerely,



Ms J Bowen
Academy Headteacher