

CEO LCT: Dr Gill Eatough  
Chair of the Trust: Mr Mike Briscoe

*Advancing Schools, Inspiring Learners, Transforming Communities*



16.03.2020

Dear Parents,

I am writing to keep you updated with our position over the Coronavirus (Covid-19) outbreak and the actions we are taking. Currently, we have been instructed by the Government to keep our schools open and we will continue to follow this direction.

This is only possible if our staff remain well, and we have enough staff in each school to operate. If we have a significant issue with staff illness, then it is very likely we will have to do some partial year group closures. If we have to close to certain classes or year groups, we will endeavour to make the decision **by 7pm** the day before and post this information on school websites, send out text messages/emails to parents, as well as our usual forms of social media. We ask that you constantly check text and email messages alongside the website as this will be our most effective way of communicating.

We have cancelled all the planned school trips abroad and will today cancel children and students going out on all local visits, sports activities and trips to reduce the risk to students and staff. At Charlton, Year 10 Work Experience is currently under review.

We are also cancelling visitors coming into our buildings to reduce contact with others external to our organisations. Can I request please that parents do not request meetings with staff and that all discussions regarding your child are done by telephone or email, again to reduce contact.

In addition, we are not allowing staff out of the building to meetings or training in order to reduce contact and slow down the spread of the virus.

One of the key issues is our Year 11 students and their forthcoming GCSEs, as well as Year 6 who are taking their SATs in early May; if there are any partial closures we will keep Y11 and Y6 in school as a priority so they are being well prepared, as usual, for these external examinations. We are preparing materials to be put online to support home study, if required, so that students can continue with revision and exam preparation. Year 6 children will have packs of work to do if they cannot be in school. We will also provide work for other year groups at home in the event of partial or a full closure.

If your child is unwell with symptoms which are **new** and include a continuous cough and/ or high temperature above 37.8 they need to be at home for **7** days and parents should use the NHS 111 on-line coronavirus service or telephone your GP surgery if their symptoms are serious or they do not get better after **7** days. Please contact your child's school if you have taken the decision to self-isolate so we know who is unwell and not expected in school.

**CEO LCT: Dr Gill Eatough**  
**Chair of the Trust: Mr Mike Briscoe**

*Advancing Schools, Inspiring Learners, Transforming Communities*



The main focus is hygiene and keeping our buildings as clean as possible with everyone washing hands and following all the advice we have sent out to staff, children and students. We are constantly making sure we emphasise the need for good hygiene daily.

This is a very challenging time for us all and unprecedented not just in the UK but all over the world. We will do everything possible to keep you informed and to maintain a calm and safe working environment for our children and staff.

Yours sincerely,

A handwritten signature in black ink that reads "G. Eatough".

Dr. Gill Eatough  
CEO LCT