

16<sup>th</sup> March 2020

Dear Parents/Carers,

Many thanks for your support in helping us to do all we can to protect our community at this time.

We'd like to reassure you that at Willow Tree we're taking all of the necessary steps to protect our community and are continuing to follow official guidance from the government and local authority.

### What's the current situation?

- The **school remains open** – this is the current official guidance we've been given
- All school functions continue to run as normal however all school trips for the rest of the term will be cancelled. All trips will be rescheduled or parents reimbursed if the trip cannot happen.
- Pupils should attend unless they feel unwell – if your child has any of the following symptoms they **should remain at home for 7 days**:
  - **a new, continuous cough and/or**
  - **a temperature**
- If your child is unwell, report this as normal by calling the school office on 921 2850
- We'll keep you up to date with any changes to the current situation

### What we're doing to protect and support pupils and staff

All staff, children and visitors will be asked to wash their hands on entry to school (this will manage the risk of potential contagion and do all we can to protect our community and families.)

Daily dish washing of water bottles

Enforcing hand-washing at specific points during the day



---

## What we need you to do?

If you've recently changed your contact details, please inform the school office **as soon as possible** via email to [willowtree.primaryschool@salford.gov.uk](mailto:willowtree.primaryschool@salford.gov.uk) or by telephone on 921 2850

Come and collect your child straight away, if we ask you to (we'll contact you if they become ill with either a temperature or a new, continuous cough)

## What happens if the school has to close?

We'll only close if we're either officially advised to do so or we don't have enough staff to run the school. In either case, we'll:

Send an email and/or letter and post the closure on the school website [www.willowtreeprimary.org](http://www.willowtreeprimary.org) and on Twitter @SalfordTree

We will advertise the reopening in the same way, by email and on the school website

**Please keep in mind that we're only sending out this information to help the school community prepare. There are currently no plans to close.**

If you have any questions please consult the:

- School office
- [NHS](https://www.nhs.uk), if you want to know more about the symptoms of coronavirus. If you think you or your child may have the symptoms, use [NHS 111 online](https://www.nhs.uk) if at all possible before calling 111
- Department for Education's coronavirus helpline: 0800 046 8687, if you have any questions about the government's response to coronavirus in relation to schools
- Government's [travel advice](https://www.gov.uk), if you want to know whether any upcoming trip or holiday you're taking abroad should go ahead

It's a tricky time and we know you're worried about the impact this might have on our community. It's important we keep each other safe and talk about these events to help with any anxiety.

Thank you for your continued support.

Mrs R.L.Munro  
Headteacher

