

The Key Education Centre

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(Havant Site) Park House Farm Way, Havant, PO9 4AJ

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Email: admin@thekey.hants.sch.uk

Website: www.thekeyeducationcentre.co.uk

Head teacher: Mrs Leanne Forde-Nassey



12 March 2020

Dear Parent/Carer

Coronavirus Update

I wanted to write to let you know the proactive steps that we are taking as a result of the current Coronavirus situation. I am sure you will appreciate that this information is correct at the time of writing but that the situation is changing rapidly.

Steps we have taken and are continuing with:

1. Monitoring the situation very carefully and following all advice and guidance from the government and health associations with regard to maintaining the health, safety and welfare of pupils, staff and their families
2. Limiting travel by staff where appropriate. (training for example)
3. Increasing the frequency of cleaning in our facilities and encouraging regular hand washing
4. We have stopped shaking hands at the start of meetings with parents/carers and with visitors to the school when they arrive
5. Increased signage around key areas with regard to the importance of handwashing and not touching your face
6. Planned employer interaction day for next week has been postponed and will be rearranged after the Easter break
7. Proactively talking to pupils about their role in reducing the spread of the infection through their own personal hygiene routines and reassuring them that the school is following all guidance required to ensure their health and welfare.

Planning in place in the event of a school closure:

As a Senior Leadership Team across both our Havant and Gosport school sites, we have undertaken extensive planning meetings this week should we be required to close either or both schools at any point during the coronavirus outbreak.

The following arrangements have been made:

- Work-packs have been produced as part of a staff twilight session for every pupil. Specific packs have been created for Key Stage 3 and 4 - with a focus on revision for those in Year 11.

- A list of websites directing pupils to relevant online learning will be made available within the packs and on the school website www.thekeyeducationcentre.co.uk
- Any communication during a closure period should be directed to adminoffice@thekey.hants.sch.uk as this mailbox will be monitored and queries will be passed on as appropriate. It is essential that you include the pupil's name in the subject line of any emails.
- We are currently looking into options to support families that are entitled to free school meals. We will keep you updated when we have more information. If you have any specific concerns related to this please get in contact with us directly.

What we would like your support with:

1. Talk with your child about the importance of effective handwashing **with soap and hot water** for 20 seconds or more and not touching their face. Relentlessly remind them of 'catch it, bin it, kill it'. Remind them that soap is the key along with hot water
2. In the event that your child develops symptoms or they have close contact with someone who has been diagnosed with Coronavirus, please do not bring them/let them come to school. Please call 111, where you will be advised what steps to take. Please let the school know by calling the admin office of the School Site that your child attends.

Please be aware that there is a Department for Education coronavirus helpline available to answer questions about Covid-19 relating to education and children's social care; please see details below.

Phone: 0800 046 8687

Email: DfE.coronavirushelpline@education.gov.uk

Opening hours: 8am to 6pm (Monday to Friday)

I will of course keep you informed of any further information as we receive it.

Yours sincerely,



Leanne Forde-Nassey

Head teacher
The Key Education Centre

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