



BEDFORD CATHOLIC SCHOOLS

ST JOHN RIGBY PRIMARY SCHOOL

*God's will be done through work and play as we follow Jesus day by day*

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Headteacher: Mrs M McGettigan BEd (Hons)

17<sup>th</sup> March 2020

Dear Parents/Carers

At St John Rigby, we are taking the Coronavirus pandemic very seriously. I would like to reassure you that we are following the daily/updated guidelines from Public Health England and the Department for Education. In addition, Bedford Borough Council is keeping us informed of their contingency plan.

Following yesterday's guidance and advice regarding Coronavirus, I am writing to prepare you for any changes the school may have to consider in the coming days and weeks.

To support social distancing, we have taken the decision to cancel or postpone the following until the end of this term to include the Easter holidays (at which point we will then review):

- All trips and visits
- Non-essential visitors and guests
- Assemblies, including Liturgies to parents
- Parents' evenings
- Mother's Day events

For the moment, we continue to allow music teachers and sports coaches to come into school having received a clear understanding of the action they are taking but we will continue to review the situation daily, as we know more.

In relation to trips, whereby there has been a cost, we are looking at how we can secure refunds; we will contact you when we have resolved this on a trip by trip basis.

With regards to Parents' evenings, our teachers will be providing a brief report outlining how your child is currently doing (both progress and attainment) and any areas for development. It will also outline, where needed, any areas of concern, how the school is supporting this and what support can be provided at home. The report will be sent, all being well, by Friday 03<sup>rd</sup> April. It is also our intention to reschedule the Parents' evening and more information will be sent nearer the time.

The Governments advice yesterday was largely expected and included a greater emphasis on self-isolation, particularly for families or homes with more than one occupant. We ask that if a pupil develops symptoms, however mild, you should:

- Self-isolate following government recommendations (see below)
- Avoid contact with other people immediately
- Call NHS 111 if symptoms worsen or persist after 7 days

We have also been directed to send home any child or adult with a fever or new and continuous cough. If this should happen, the advice is that self-isolation should then follow.

**All household members will also be required to stay at home for a period of 14 days.** The 14-day period starts from the day when the first person in the house became ill. Should anyone in the household also start to display symptoms, they will need to remain at home for 7 days from when the symptoms appeared, regardless of what day they are on in the original 14 day isolation period.



St Francis of Assisi Academies Trust  
Diocese of Northampton  
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This measure will obviously affect children, parents and staff and therefore could impact on the day-to-day running of the school. We have produced our own contingency plan and are working across the Trust to ensure things continue as smoothly as possible for pupils in school. This includes planning for how and when we will communicate with parents and vice versa, health and safety elements and what action would be taken should staff fall ill. However, should we find ourselves in a staffing shortage, the following action may be taken:

- Putting classes together with shared staff
- Dividing classes between teachers

In addition to this, we are working with teachers to ensure work is being prepared and available in the event we are instructed to close. At the time of any closure we will send the children home with any resources that may be relevant to their age or stage. The majority of the staff have young families or dependants so we will do our very best to balance supporting our school community as well as our own families.

With this in mind, **it is important that you make sure we have your correct email address and contact details.** Please also ensure that you are checking ClassDojo, the school website or MyChildAtSchool regularly. During this period we will endeavour to use MyChildAtSchool for only essential communication, so when you get an alert, please read the messages carefully.

Please send any amendments to your contact details to: [admin@stjohnrigby.org](mailto:admin@stjohnrigby.org)

Other measures we will put in place from next week include a staggered finish to the day. The aim in this is to minimise the whole school community coming together in large numbers and at peak times. Therefore, from Monday 23<sup>rd</sup> March, children can be collected from their usual collection points at the following times:

- 3.00pm Reception, Year 1 & Year 2
- 3.05pm Year 3 & Year 4\*
- 3.15pm Year 5\* & Year 6\*

\* Pupils who have permission to walk home will leave at the normal time of 3.15pm. At present, Wrap-Around-Care will continue as normal but will be reviewed if circumstances change.

Please could we also ask that you use the school office email or phone number to communicate with us, rather than coming into school unless you absolutely need to. Should you not get a quick response, please understand that it will be because we are busy supporting children and/or staff. These are hopefully short-term measures that will enable us all to stay fit for work and school, for as long as possible.

Finally, please can I ask you to speak to us directly if you are worried or concerned or have any further questions. We will continue to keep you updated as new information arises.

Thank you to everyone for your continued support of the staff team during this time, it is hugely appreciated. Whatever challenges we may face in the next week or so, I feel confident that we will meet these together.

Yours sincerely

Mrs M McGettigan  
Headteacher