



Merstham Primary school  
London Road South  
Surrey RH1 3AZ

[www.mersthamprimaryschool.org](http://www.mersthamprimaryschool.org)  
[info@mersthamprimaryschool.org](mailto:info@mersthamprimaryschool.org)  
01737 643978

Friday 13<sup>th</sup> March 2020

Dear parents and carers,

In the light of the coronavirus pandemic, the school is continuing to follow the advice of the Department for Education, Public health England and The GLF Trust. I would like to give some reassurance to all parents and carers about the actions we are currently - and will be - taking to minimise the risks to our school and local communities:

#### **ONGOING HYGIENE MEASURES**

We already have extensive hygiene measures in place, including regular handwashing regimes for staff and students in school, hygiene education integrated into the school day, regular cleaning and sanitising of “touch-points” within the school buildings. These measures will continue.

#### **MONITORING OF STAFF AND STUDENTS**

We are actively monitoring staff and students for signs of illness, and ask that all parents and staff inform us if they have travelled to any of the restricted areas, or have come into contact with anyone who is a confirmed case of Coronavirus.

#### **RESTRICTION ON EXTERNAL VISITORS**

All external visitors to the school are currently being asked to self-declare that they have not travelled to restricted areas, have not been in contact with any confirmed cases and have not been advised to self-isolate. **Effective immediately, the school has limited all external visitors to essential safeguarding or child protection visits, deliveries and safety-related maintenance only.** All other visitor meetings will either be postponed or re-arranged to take place remotely by phone or online meeting.

#### **CANCELLATION OF EXTERNAL TRIPS AND SPORTS FIXTURES**

With effect from today, the school will cease all external trips and visits that may involve mixing with the general public or groups. Inter-school sports, drama and other fixtures, both at home and away will also be cancelled.

#### **READINESS TO CLOSE SCHOOLS**

To date, the school has continued to follow the advice of Public Health England that schools do not need to close. All schools in the GLF Trust are reviewing the situation daily, taking account of the likelihood of an outbreak in the school, safe staffing levels, and the impacts on families of closing.

Where we believe the safest course of action is to close, we will consider partial closures of the school, limited to specific classes, as well as full closures if necessary.

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If a decision to close is taken, we will communicate with you about specific arrangements if this decision is taken. This will include details of any changes to the normal school day times, restrictions on specific classes, and changes to lunch arrangements, as well as any arrangements for students to continue to receive and undertake work while the school is closed.

If the school is closed, we will also provide a phone number to call with enquiries and stay in regular contact with parents about the length of closure and arrangements for reopening.

As you can appreciate this is a difficult time. We hope that it will not be necessary to implement these measures however we are monitoring daily guidance and appreciate your support.

We will of course review these measures regularly and will keep you fully updated using studybugs and the school website.

Kind regards

A handwritten signature in blue ink that reads "Gavin Oulton". The signature is written in a cursive style and is underlined.

Gavin Oulton, Headteacher Merstham Primary School

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