

24<sup>th</sup> September 2020.

Dear parents, guardians and carers,

## Re: Update on Provision

As I'm sure you are all aware that there is an increasing number of suspected and confirmed cases of Covid-19 cross the country at the current time. However, since the start of this pandemic, we remain fully operational for the continued education of your young people and will continue to do so until/unless instructed otherwise by central government. My team and I continue to operate a very safe and learning environment in terms of compliance with all relevant legislation and guidance from both the Department for Education (DfE) and Public Health England (PHE) in terms of safeguarding, Health & Safety and particularly preventing the spread of coronavirus.

Due to our rigorous COVID-19 risk assessment procedures we have thankfully had **no confirmed cases of coronavirus** either in our staff or our young people. However, with rising suspected or confirmed cases in the wider community it is sadly inevitable that at some point in the future staff or learners will be required to self-isolate if they develop symptoms of COVID-19. To be clear just because a member of staff or learner is self-isolating it does not mean they have the virus and in most cases this is a precautionary step and they will otherwise be healthy and able to work.

For further information please see the table attached on '**what to do if**' there is a future suspected or confirmed **coronavirus related absence** from our provision. I can also reassure you all that my staff will follow exactly the same guidelines as those shown in this table to avoid infecting others if any of the three symptoms are apparent. These three symptoms are described in more detail in a letter attached from the NHS that all education providers have been asked to print off and send to all parents, guardians and carers so please do take a few minutes to read the **NHS Test and Trace letter** attached.

In the event that your young person does have to self-isolate at home as a precaution then we will of course send home bespoke education packs and offer virtual lessons by zoom to ensure continued engagement with education. Should there be any confirmed cases of COVID-19 in any of my staff or learners please also be assured that I will be immediately liaising with PHE through their dedicated education helpline and with our Local Health Protection Team and will contact you to inform you of what has happened and how we will be responding.



The Green Corridor  
Main Road Nurseries  
Stanwell Moor Road  
Heathrow  
Hillingdon  
TW19 6BS



In the spirit of mutual co-operation I trust that, as detailed in the 'what to do if' table attached, you will also **immediately contact us** if your young person, or indeed anyone in your home, develops symptoms or tests positive for the virus or has been identified by NHS Test and Trace as a close contact of someone who has tested positive, or if anyone in your home has travelled into the UK from any country that is not an 'exempt country' and have to self-isolate as part of a period of quarantine.

I wish you and your families well at this difficult time and thank you for your ongoing support.

Yours faithfully



Tim Knight CEO