



# Charles Darwin School

Operated by the Charles Darwin Academy Trust

Headteacher: Sunil Chotai, BSc

19th November 2020

Dear Parents and Carers,

I hope that this letter finds you well. I am writing with regard to two key issues that I need your support and assistance with.

You will be aware that more and more schools are having to send home significant numbers of students to reduce the potential of Covid-19 virus transmissions when a case has been identified amongst pupils. Over the last two weeks we have had to send home for isolation a group in Year 11 and a group in Year 13. Thankfully, relative to some schools, the impact on us of this virus so far is small. However going forward, following the experience of managing recent cases, we need to ensure that our plans and processes in place to deal with reported cases where swift and timely action is necessary are more known by parents and carers so that swifter communication can be facilitated.

In preparation for any future cases we need all parents and carers to please help us with the following:

1. On notification of a case we may need to send home all children in the affected bubble, in our case this will be a year group. This is so that we can deep clean all rooms in the bubble and minimise contact between those students who have potentially had contact with the reported case and others.

**In order for us to be able to send home children we will need the children to contact home and clear this with families. We will do this by asking the children to contact parents/carers via their mobile phone. We will therefore need you to ensure that your child has your phone details to hand and any other necessary contacts should you not be available. Children will only be allowed to leave the premises once permission from a parent/carer has been secured and we are confident that this is genuine.**

2. We will notify all parents in the relevant bubble by parentmail – this is an email. We will inform them that a case has been confirmed and we need to send your son/daughter home.
3. We will then undertake an analysis of who needs to isolate for a longer (14 day) period after taking the appropriate advice from the public health authorities. A letter will be sent by parentmail to those impacted asking them to isolate for the longer period.
4. A letter to the whole school community informing them of the case will also be sent.

The key help that we need from parents/carers is to ensure that your son/daughter is able to contact you (or a nominated person) urgently to inform you that they are about to be sent home. You may of course also need to make some provision for child care if your children are young and need supervision at home.

The other issue I need parents help and some support with is to do with a change to the staggered start to the school day. We have noticed that the vast majority of children in Years 8 and 9 are in school much earlier than the 9.00am start time initially published as part of the staggered start arrangements.

In response to this early arrival, the impending cold weather and the fact that pandemic related routines in school have become much more established, we would like to start the day earlier with lesson 1 commencing for students in Years 8 and 9 as follows:

**Year 9 students 08.45**

**Year 8 students 08.50**

Parents/carers will agree, I hope, that starting the day earlier will enable more learning time and in colder weather is more beneficial for our students. We intend to commence this arrangement from **Monday 30<sup>th</sup> November 2020**, this will mean that all Year 8 and 9 children will need to be at school in their play areas by 8.45 at the latest.

Yours sincerely,



**Sunil Chotai**  
Headteacher