



6 March 2020

Dear Staff, Parents and Carers

You are likely to be aware of the outbreak of COVID-19 and the subsequent confirmed cases in Europe. At the Northampton Primary Academy Trust, we take our responsibility for the health and safety of our pupils, visitors and staff very seriously and so we would like to share with you the guidance from Public Health England which was issued to schools and to let you know the steps we have taken as a trust in an effort to minimise the risk.

Our teachers have been through the information below with our pupils, which follows the guidance recently issued by the government for all educational settings. It would be wonderful if you could also go through the points with your child at home to encourage thorough and frequent hand washing as a means of helping to prevent the spread of all respiratory viruses.

There are general principles anyone can follow to help prevent the spread of respiratory viruses, including:

- Washing your hands often - with soap and water or use alcohol sanitiser if handwashing facilities are not available. This is particularly important before eating and after taking public transport.
- Catching your cough or sneeze with a tissue, then throwing the tissue in a bin or flushing it down a toilet. See [Catch it, Bin it, Kill it](#)

Pupils, students, staff and visitors should wash their hands:

- before leaving home
- on arrival at school
- after using the toilet
- at breaks and after sporting activities
- before food preparation
- before eating any food, including snacks
- before leaving school

We also ask you to talk to your children about avoiding touching their eyes, nose, and mouth with unwashed hands and avoiding close contact with people who are unwell.

Guidance for those who have travelled

With regard to recent travel, if you (or any members of your immediate family) know that you are going to travel abroad, please notify the school in advance and you will be given guidance on a case by case basis depending on the most recent guidance. In the case of unplanned or last-minute trips, please notify the school as soon as you are able and before you return to school.

Northampton Primary Academy Trust

Central Office: Headlands Primary School Bushland Road Northampton NN3 2NS
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Symptoms to look out for:

If you've returned from any of the category 1 or 2 areas or countries ([Click here](#) for an up to date list of affected areas and countries), look out for the following symptoms:

- Cough
- Difficulty in breathing
- Fever (a temperature of 38 degrees C or higher)

According to other official guidance, while you wait for further advice:

- Avoid contact with others
- Stay at home – don't go to work or school
- Don't travel whilst feeling ill or sick

Reporting an absence

If pupils are going to be absent from school, please follow the normal absence reporting procedure by contacting the school providing reasons for the absence. Please note that all absences under guidance from a medical professional (including Public Health England) will be recorded as an authorised absence.

Please be reassured that the trust is keeping a close eye on daily updates and is following guidance from both the Department of Health, the Department of Education and Public Health England and will continue to do so going forward. To date, no students or staff from any school within the trust have tested positive for the COVID-19 virus.

Should you require any further details, there is a wealth of information available online through this link: <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>

Information and links to the relevant sites will be available through our trust website at www.npatschools.org

Yours faithfully

Julia Kedwards
Chief Executive Officer

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