



Budges Gardens, Wokingham, RG40 1PX
Tel: (0118) 334 1510

17th March 2020

Dear Parent/Carer

Re: COVID-19 planning

As you will be aware the Government/Public Health England response to Covid-19 has moved from the 'Containment' to the 'Delay' phase. The guidance states that you should stay at home (self-isolate) as set out in <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-people-with-confirmed-or-possible-coronavirus-covid-19-infection> if you have either:

- new continuous cough and/or
- high temperature

This means:

- if you live alone and you have symptoms of coronavirus, however mild, stay at home for 7 days from when your symptoms started
- if you live with others and you or another member of the household have symptoms of coronavirus, then all household members must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the house became ill. It is likely that people living within a household will infect each other or be infected already. Staying at home for 14 days will greatly reduce the overall amount of infection the household could pass on to others in the community
- for anyone in the household who starts displaying symptoms, they need to stay at home for 7 days from when the symptoms appeared, regardless of what day they are on in the original 14-day isolation period.

If a student becomes unwell during the day we will inform you and ask that they be collected and they will be asked to stay away for 7 days in accordance with Public Health England guidance. Please ensure you advise the college that your son/daughter is in self-isolation so that accurate registers can be maintained. If you are unsure, please contact us for clarification.

We anticipate this new advice to mean significant staff absence. We have plans in place to ensure learning is covered and as always, we will strive to deliver the best teaching and learning that we can under the circumstances. However, with potential high staff absence, this will not always be easy and we may have to resort to combined groups or even partial closure of the college.

In respect to the possible partial closure of the college, plans have been devised with the Local Authority and other Headteachers across Wokingham. It is important to emphasise that it remains the firm principle of all Headteachers to keep schools open and we are committed to doing this until such a time where it is not operationally possible or where we are instructed otherwise by Public Health England. We are proactively planning together to keep our schools open and this includes agreeing in advance partial closure protocols. I therefore share this plan with you in advance given the timing of any partial closure is necessarily unpredictable!

It takes commitment to change lives
Headteacher: Miss Jay Blundell



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Partial closure will only take place at Foundry if the critical number of staff are no longer available to work on site to retain our teaching and safety requirements. We are clear that prolonged absence from college for students is not wise and therefore our plan would be to close the college to specific groups on specific days so that different groups of students only miss one day on rotation rather than consecutive days. By partially closing, we are better placed to keep the college open despite significant disruption. Lessons are prioritised to continue for Year 11 in preparation for their public exams.

Students who currently receive their education through home tutor visits will continue to do so. If your son/daughter is in this group and they have to self-isolate, please let the College know and the tutor will facilitate work remotely. If your child becomes unwell, again please let us know so that the register can be amended accordingly. If your child's tutor feels it necessary to self-isolate, they will continue to facilitate learning remotely. If your child's tutor is sick, we will let you know and the tutor will not be expected to set work. If this looks to be for a prolonged period, we will be in contact to make alternative arrangements.

For all students who are self-isolating or who are affected by partial closure, we will endeavour to set work on Doodle, or using workbooks and paper resources for those who do not have internet access readily available. We will keep in touch with these students daily so that any learning and wellbeing issues can be addressed promptly.

Parents/carers will be informed via schoolcomms by 2pm of the following day's partial closure and arrangements will be made clear on our website. It is probably not wise to rely on your son or daughters' report that the school is closed to them! Unless you receive a message from schoolcomms to the contrary, please assume that college is open to your child.

If you work in the health, education, child care or emergency services sectors your son/daughter will still be able to attend college daily whilst we are open. If this applies to you, please let College Admin know in advance so that suitable arrangements can be made.

We know many parents will be concerned about the impact the current situation may have on the public exams that students are due to take this summer. There is currently no indication to suggest they won't go ahead as planned. We are in regular communication with Department for Education (DfE) and Public Health England (PHE) and will continue to send updates as and when received. We will follow closely any instruction from the Government / Public Health England.

Thank you for your on-going support and understanding during this unprecedented period. We will continue to prioritise the health and welfare of our students and our staff whilst being mindful of our ambition to maintaining education provision.

Yours faithfully,

A handwritten signature in black ink, appearing to read "Jay Blundell", written in a cursive style.

Jay Blundell
Headteacher