



**Archibald First School**  
Archibald Street  
Gosforth  
Newcastle upon Tyne  
NE3 1EB

Headteacher **Mrs R Turner**

0191 285 1957  
admin@archibald.newcastle.sch.uk  
www.archibaldfirstschool.org.uk

Monday 16<sup>th</sup> March 2020

Dear Parents and Carers,

You are aware that as a school we have been following government advice from the DfE (Department for Education) and Public Health England.

**School remains OPEN**, and the children's usual daily routine in school will remain as consistent as possible. This remains the status as of this evening following the latest speech from the government.

One important part of the update is that 'if one person in any household has a persistent cough or fever, everyone living there must stay at home for 14 days.' I ask that everyone respects this advice whilst also asking you to keep us informed of your child's absence.

### School Events

Whilst schools are set to remain open, as an individual setting, the staff and I have reviewed individual events in our diary where

- a) the children are off site / away from our school building and travelling outside of our local community where we are unable to control hygiene procedures e.g. bus travel, external venues.
- b) there are larger groups of adults /children together in a confined space.

As a result, the following events / activities have been cancelled either by us or the providers:

- Parents' Evenings – 17<sup>th</sup> and 18<sup>th</sup>  
*This is an update from the letter sent out earlier today. We were aiming to keep things as normal as possible but now feel that this is the most appropriate step to take.*
- Autism Coffee Morning – 18<sup>th</sup>
- Swimming Gala – 19<sup>th</sup>
- Early Years Sharing Week – 23<sup>rd</sup>
- For Paws Event for Year 1 – 23<sup>rd</sup>
- Parent lunches for Classes 4 and 10 and Nursery 2 – 25<sup>th</sup>, 1<sup>st</sup>, 26<sup>th</sup>
- Class 1 Multi-skills event – 26<sup>th</sup>
- Dance Festival – 1<sup>st</sup>
- Cake Sale – 3<sup>rd</sup>
- Archibald Toddlers Group
- ALL CLUBS

**Having fun, achieving excellence.**

Successful learners. Confident individuals. Responsible citizens.

As Headteacher, I have a significant responsibility to take into account the health and wellbeing of our children and staff and the impact activities and events could have on this. It has also been very difficult to make decision based on any potential escalation of the coronavirus in the next few weeks as this is an unprecedented situation, so I do hope you understand and can actively support the decisions made.

Please also consider that some future decisions will need to be made as updated advice is received. As always, I will work to inform you as soon as possible.

I am aware that for some events payments may have been taken for trips etc. When it is operationally possible, we will be contacting transport providers and venues and establishing if refunds are available. However, these are not guaranteed. I will update you on this when we have the information.

Again, thank you for your understanding as this may be beyond our control. Can I request that you wait to be updated to allow the office staff time to focus on the immediate needs in schools?

#### **Year 4**

It is also extremely likely that Hawkthirst will have to be cancelled. Whilst I know there will be a lot of disappointment, various factors must be considered:

- Families support of the visit going ahead
- Children's happiness versus anxiety of being away from home at this present time
- Staff being able to leave their own families for the period of time
- Ability to access medical assistance should a child or member of staff become ill
- Availability of staffing to ensure correct ratios on the residential visit
- Wellbeing of the staff at Hawkthirst

We will be communicating with Hawkthirst as soon as we can to clarify this situation, look at the terms and conditions under the circumstances and confirm arrangements regarding payments. Understandably, in the first instance, the health and safety of the year 4 children is the most important element.

#### **Staffing**

I am working to keep the school open as I greatly understand the impact that closure may have on families. This may mean that in the coming days or weeks classes may be grouped together or a partial closure to certain classes may need to be in place. This will be dependent on the staffing available in school and the ratios required for the safe running of the school including school catering and supervision.

#### **School Life**

Finally, I would like to reiterate that in school, for all the children, it is business as usual (as much as possible). It is important that children have a space which is calm, positive and purposeful.

Thank you all for your support and understanding now and going forwards.

With well wishes to everyone

Mrs Turner

Head Teacher