



DOUBLETREES SCHOOL

A member of the Special Partnership Trust

25th March 2020

Dear parents/carers,

Over the past couple of days the senior leadership team have been in contact with keyworkers and our most vulnerable learners families – we have been incredibly humbled and moved by the amazing support of our school, our learners, the wider staff team and their loved ones during this time. It is incredibly appreciated. At a time when we are all vulnerable, wobbly and a little bit scared – and not sure what is happening on a day by day basis.

I have a couple of updates for you, one from the Trust and one from me.

Update from the Trust:

Covid -19 Trust School position

Following the announcement by the Prime Minister on the 23rd, I want to provide an update on the Trust position. The guidance from the Government is very clear that unless it is absolutely essential, all children and adults should stay at home for the next three weeks.

School will, by now, have been in touch with you or will have been by the end of the week. Schools are providing a very limited service to support the children of key workers and the most vulnerable over the next few weeks. Once the availability of staff across the Trust and partner agencies becomes sustainable and the Government alters guidance, schools plan to extend the provision to include possible respite support. Schools will be in touch directly with you about the availability of this.

In the meantime, school staff will make contact with you over the next few weeks to ensure that pupils and families feel supported. Enabling contact with the school and providing the opportunity to ask any questions.

Please could I remind you to look at the school/Trust websites for the most up to date accurate information about your school. if you are still unclear please call the school.

Thank you for your understanding and co-operation.

Yours sincerely,

Guy Chappell
Executive Director
Special Partnership Trust

Update from Doubletrees School:

We have now been in contact or have attempted contact with all our most vulnerable families. We have put in place in school, provision for key workers children where there is no alternative in place. It is a fine balance between providing provision and safeguarding learners but also following government advice to safeguard our staff and their families too. We currently have a significantly depleted team. Home is the safest place for most of our learners and our staff teams.

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After Easter, again, dependant on staff availability, we want to be able to increase our school offer to include some respite days for a limited number of our learners. We will be in touch and will discuss this on a case by case basis. This must be dependent on individual learner risk analysis and need.

Weekly/daily contact

Your learner's teacher is your first port of call. They will be in touch on a regular basis. Teachers will arrange frequency and appropriate times with you directly. These calls are starting this week and will continue for the foreseeable future. (Their number will come up as withheld so please answer ☺) Please let us know if you are unwell and want to pause the calls for a few days.

The call will discuss the following:

- Well-being and any educational support they can offer
- Any safeguarding concerns
- Any medical concerns linked to their complex needs (These concerns will be passed on to our school nursing team who will then pass on your concern to the most relevant service)

It will be a good opportunity to check in but also for us to get a good understanding as to how you are doing as a family. If teachers are unwell these calls will be passed on to another staff member for a short period.

School nurse

You can access the school nurse team via the following email: cft.ssn@nhs.net

It is a generic email for general school nurse enquiries.

School provision/offer

School site provision is skeletal over Easter, initially we have prioritised safeguarding and key workers, especially where limited home alternatives are available – as we can increase it, we will. **We are not able to offer respite type care over the holidays.** A member of the senior leadership will be on site on all days that learners are in school. They will be the safeguarding lead for all learners on site that day. We cannot guarantee familiar/known staff to learners and staff will change across the week. Of course, where we can do this, we will try! Learners may also be educated in rooms less familiar to them. This is unavoidable at these times. We have factored this into our risk assessments when considering the impact this may have when allocating provision.

Illness

Please DO NOT send in your young person if they are at all unwell. Please do not send them in with a cough or a temperature. Any child appearing unwell will be placed in supervised isolation and prompt collection from school will be required.

Admin teams

Admin teams will be working remotely. All school phone lines will be diverted to an admin team member or there will be an answer phone message giving you an alternative number to ring.

School meals

Free school meals (FSM) families will be given a voucher for £12.50 per week to support during this difficult time. This week they were all offered a food box delivered to their homes – well done to our catering teams for getting this out and delivered at short notice! Children in school will need to bring in a packed lunch. FSM young people will be offered on site food on the days they are in.

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Cleaning teams

Cleaning teams will be in as normal and this will include holidays whilst learners are in. We will use designated areas across the school to make cleaning/infection control easier.

Transport

Transport will be in place for all young people offered a place in school, if they are usually entitled to it.

Social distancing and infection control

Social distancing guidance is to be followed between staff and learners whenever possible, when on the school site. We will not be running classes in a typical way. Learners will be supervised by themselves or in pairs with appropriately trained adult supervision.

We genuinely understand what a difficult time this is for you all. Not a situation any one of us want to be in. As always, on behalf of the pupils, parents and wider community thank you for your on-going support and patience.

Stay safe.

Yours sincerely,

Heidi Hoskin
Headteacher
Doubletrees School