



18<sup>th</sup> March 2020

Dear Parents & Carers

## COVID19 Latest School Update

Today, I have had to make the difficult decision to self-isolate due to personal underlying health conditions. This decision was made in conjunction with the Trust and I want to reassure you that I will be working from home and co-ordinating the arrangements within school remotely. I will be constantly on the phone and communicating with school and outside agencies via email, to ensure the safety and wellbeing of both my staff and pupils.

During my absence, the school will be supported (in person) by Associate Headteacher - Becky King. I have been working closely with Becky since being linked with the Trust and know that she will be able to provide effective first-hand support to the whole school community in my absence. She will be in school during most of the school day.

Should you have any safeguarding concerns about any of our pupils, currently within school or those self-isolating at home, please share these with any member of staff and they will then pass the information to myself straight away. I will then coordinate any subsequent actions as the school's Designated Safeguarding Lead and also liaise with Miss Palmer with regards to the families she works with.

It is during these uncertain times that it is important to come together as a community and the benefit of being within the C.I.T community is being strongly felt by the staff within school. I also want to recognise the hard work and dedication of both my teaching and non-teaching staff, for pulling together and doing everything they can to maintain normality and safety for our pupils. They are a great team and I am proud of their resilience and resourcefulness in these unprecedented times.

We will keep you fully informed of any decisions to partially close/ initiate a full school closure, should we receive such guidance from the government or Public Health.

Thank you for your understanding and for working with us in these challenging times.

Yours faithfully

Miss Nicholls  
Headteacher

