



**Stephenson Memorial Primary School**  
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Mrs K.Lilico, Acting Executive Headteacher

Tuesday 17<sup>th</sup> March 2020

### **COVID-19 – Suspension of Activities**

Dear Parents/Carers,

At Stephenson Memorial Primary School, the welfare of our children is always our priority. With due and careful consideration, the Governing Body has agreed to make these adjustments to our day to day running of the school to ensure that children and staff remain as safe, and healthy, as possible.

The school will be implementing the following precautions, with immediate effect:

- 1) Staff will continue to talk to the children about the importance of handwashing and general hygiene and supervise more frequent handwashing throughout the schools day
- 2) All visitors into school will be asked to wash their hands before coming into the school
- 3) All non-essential meetings will be postponed and rescheduled at a more appropriate time.
- 4) Events that require parental attendance will be postponed - this includes Easter assemblies, parent's evenings and parent attendance at lunches. This is to help us contain the amount of people coming into the school at any one time, following the advice from the government around social distancing. This will be reviewed after the Easter holidays.
- 5) All trips for the children, including trips on public transport will be cancelled, until further notice.

These decisions have been made today, on the current advice that has been made available to schools. The situation may well change within a short space of time, but we will keep you updated. I hope all parents will fully support these decisions and understand that the best interest of the children, families and staff must guide us.

Many thanks for your noticed support.

Yours sincerely,

Kerry Lilico  
Acting Executive Headteacher