



Diocese of St. Albans



ST MARY'S  
CE HIGH SCHOOL

23 March 2020

Dear Parents and Carers,

I am writing to you separately because you have applied for a place for your child over the next two weeks at St Mary's, either because you are a key worker or your child would benefit from having this support in school. For key workers: many thanks for completing the online form by the published deadline, this has enabled us to plan our provision for your child. We will use a similar process for future weeks and will communicate about this nearer the time.

Please read the following essential information to ensure that you are clear about how the next two weeks will work whilst the school is closed to the majority of students and staff:

- **Please only send your child to school on the days you selected, if they arrive to school on any other days they will be turned away because we have limited staff in and cannot support an increase in numbers**
- **If you are a key worker and have a change of rota, please contact us urgently, with at least a day's notice, to see if we can adapt our staffing to support the increase in numbers**
- If your child is ill, or displays the key symptoms of a new, persistent cough or a temperature, please keep them at home and notify us via the schools main phone line 01992 629124 or email [admin@st-maryshigh.herts.sch.uk](mailto:admin@st-maryshigh.herts.sch.uk). Please do not contact the absence line – this line is not being managed at this time
- If your child is taken ill during the day we will isolate them to prevent spread of infection and call you to get them collected
- When your child comes to school tomorrow and thereafter they should come to the Sports Hall entrance at the bottom of the staff car park. This is where they normally queue up for lunch (not the Main or Student Entrances – both of these entrances are closed).
- Full school behaviour rules still apply
- Full school uniform must be worn at all times, including lanyards for ID purposes and to purchase food
- Your child should bring their PE kit every day – we are planning an hour a day of some form of physical activity to enable the children to get some exercise
- Poor behaviour will not be tolerated and your child may be sent home and their place withdrawn if they are not behaving

To enable students and staff to be in school, we have taken the following steps to ensure we reduce the risks of spreading the virus;

- Limited students will be on school site during the next two weeks, only those deemed vulnerable or those who have parents classified as key workers
- Students will be asked to wash their hands when entering and leaving school site

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Lieutenant Ellis Way, Cheshunt, Hertfordshire EN7 5FB t: 01992 629124 f: 01992 643354  
e: [admin@st-maryshigh.herts.sch.uk](mailto:admin@st-maryshigh.herts.sch.uk) w: [www.st-maryshigh.herts.sch.uk](http://www.st-maryshigh.herts.sch.uk)  
Head Teacher: Mr Nicholas Simms B.Sc. (Hons), NPQH

*'Students feel happy and safe at school' OFSTED 2019  
'An exceptionally inclusive and caring community' SIAMS Inspection (2020)*

- We have ‘locked down’ the majority of the school site whilst making sure there is sufficient space for the students we have
- Additional toilets are available for students to use
- Classrooms and IT suites have been adapted to spread students out to maintain social distancing
- Class sizes have been reduced, no more than 16 students will be working in a space to allow adequate space between them
- Students will have their own ‘space’ to eat at whilst in the dining hall and to study in within the classroom and that will remain the same for the next two weeks; no other student will eat or work in that space, thus reducing the risk of spreading the virus

Please discuss these with your child and make sure they understand why we are being so specific about how they should work and behave in school.

Finally, my colleagues and I would like to thank those of you who are key workers for your continued efforts working on the ‘front line’ in response to the Corona Virus outbreak; we really appreciate your hard work at this difficult time. Thanks again for communicating with us, please continue to do so in the usual ways.

Yours faithfully

*S Tilbury*

Simon Tilbury

Deputy Head Teacher

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