

---

Schools

- The Bicester School
  - Bicester Technology Studio
  - Theale Green School
  - UTC Heathrow
  - UTC Oxfordshire
  - UTC Reading
  - UTC Swindon
- 

13<sup>th</sup> March 2020

Dear Parent/Carer,

With the continued spread of the COVID-19, we would like to reassure you that as a Trust and locally within our schools, we are committed to providing all families, staff and students with timely and accurate information, resources and updates about the coronavirus and how it affects our community and school operations.

As it stands, there are still no known cases of COVID-19 amongst our staff or student groups, across all of our schools.

Each of our schools are working in collaboration with the local authorities and government agencies to ensure that we are following their guidance. We have increased our hygiene regime and are ensuring our high-risk areas are cleaned more frequently with specialist cleaning products.

Over the next week we may experience some disruption to teaching due to staff illness. Each school has a plan in place to lead group learning. We believe this to be the best course of action to minimise the disruption to our students.

We have been working with each of our senior leadership teams to draw up plans should the school be closed. Our objective is to ensure that the impact to teaching is kept to a minimum. Students are being advised where they can access their work and information for students and parents will all be available via the school's websites.

As we have now entered the delay stage of the Government's plan, school trips will not take place for the foreseeable future. Trip organisers will be in contact regarding individual trips and explain how we will process refunds. Please note that this may take some time to arrange as in many cases we will be dealing with very busy insurance companies.

With the latest government response to the COVID-19 virus, we ask that all students that are showing cold and flu like symptoms stay at home for seven days. Please ensure that you follow the school's absence policy and advise them of your child's absence.

It is important that we all do our best to ensure that our children's education is disrupted as little as possible and as always, everyone should continue to promote good hand and general hygiene.

How can you stop coronaviruses spreading?								
<b>If you need to cough or sneeze</b>  Catch it with a tissue  Bin it  Kill it by washing your hands with soap & water or hand sanitiser			<b>You should wash hands with soap &amp; water or hand sanitiser</b>  After breaks & sport activities  Before cooking & eating  SCHOOL ETC. On arrival at any childcare or educational setting  After using the toilet  Before leaving home					
 Try not to touch your eyes, nose, and mouth with unwashed hands	 Do not share items that come into contact with your mouth such as cups & bottles	 If unwell do not share items such as bedding, dishes, pencils & towels						

### Where can you go for more information?

Further information can be found on the ALET website by following this [LINK](#).

For more information on managing the spread of COVID-19 and information on the virus, please refer to these resources:

Phone: 0800 046 8687

Email: [DfE.coronavirushelpline@education.gov.uk](mailto:DfE.coronavirushelpline@education.gov.uk)

Opening hours: 8am to 6pm (Monday to Friday)

[The NHS website has a very informative section on Coronavirus.](#)

[Gov.uk has the latest information and advice from Public Health England.](#)

I do hope that you will bear with us through these challenging times and be assured that we are doing our very best. If you have any concerns please do contact the school directly via the general email address which can be found on the school's websites.

Yours sincerely,



Joanne Harper  
**Chief Executive Officer - ALET**