



# Steyning Grammar School and **Sixth Form College** Day and Boarding

Shooting Field Campus 01903 814555  
Sixth Form College 01903 810526  
Shooting Field, Steyning, West Sussex, BN44 3RX

Church Street Campus 01903 814786  
SGS Boarding 01903 817601  
Church Street, Steyning, West Sussex, BN44 3LB

Rock Road Campus 01903 744884  
Rock Road, Storrington, West Sussex, RH20 3AA

Co-Headteachers: Mrs Nat Nicol and Mr Noel Kennedy | [www.sgs.uk.net](http://www.sgs.uk.net) | Email: [sgs@sgs.uk.net](mailto:sgs@sgs.uk.net)

16 March 2020

Dear Parents/Carers

## Re: COVID-19 Further advice for parents and carers

During this time of uncertainty we want to ensure that we are communicating with you regularly about the measures we are putting in place to increase safety of all students/staff and visitors on all our sites.

We have ensured that all staff have antibacterial wipes to clean down their areas and door handles to increase hygiene; we have created a new visitor protocol and cancelled all non-essential visitors and meetings; we are ensuring that all doors are open to minimise the need to touch them; we are putting plans in place to minimise the size of student groups in canteen areas; we have cancelled all assemblies; we are planning a different structure to the day to allow rolling lunchtimes and more student time outside if possible; we are in the process of cancelling fixtures as well as parent's evenings in the coming weeks; we are trying to minimise the movement of students across the school and increased hygiene in catering areas.

We have a rolling risk assessment in place to reflect the nature of the changing landscape and we have briefed all staff on these plans this morning.

### What can you do to support the school?

Due to the growing scarcity of cleaning products such as antibacterial wipes and hand sanitiser, if you have any extras at home please send them in with your child so that they can sanitise their work spaces and their hands regularly.

Please keep your child off of school for 7 days if they have a temperature, sore throat, cough - even if these are mild symptoms.

If you or your children have underlying medical conditions, please seek advice from your GP.

If you are collecting your child from school, please wait outside the school and your child will come out to you.

Please tell us if you have plans to travel during the Easter break; any pupil who travels to a Category 1 region will be required to self-isolate upon their return to the UK and, any pupils, parents and visitors who have been in these areas will be unable to come back to school until 14 days after their arrival back in the UK. Please note that it is possible that over the next days/weeks, the Category 1 countries may expand.

Over the period of the Covid-19 outbreak we will be using **Google Classroom and Google Hangouts Meet to support any students learning from home.**



- **Self-Isolating Students:** Students who are self-isolating but still feel well enough to learn can do so. Teachers will place lesson notes and learning tasks on Google Classroom for students to complete. Students can email teachers with any questions they might have. In addition, extra resources are available through the school's revision classrooms and revision guidance.
- **In the event of School Closure:** If the school has to close, teachers will be available as much as possible at their normal lesson times to teach students through Google Classroom. In Years 11-13 some teachers may supplement this with Google Hangouts meet. Both of these apps (or websites) are free and students can logon using their school email address and password. Students should be able to complete a normal school day at home using remote learning in this way. Teachers will take registers as normal through Google Classroom, set work through the app and be available to answer students questions for the duration of the lesson time.

For further details of how to use Google Classroom please refer to the attached instructions.

If you feel that your child is unwell or seeks medical support, please follow Public Health England and Government guidelines and phone 111 for the most appropriate and prompt medical advice; please do not call into the school office to seek this.

Yours faithfully



Mrs Nat Nicol  
**Co-Headteacher**



Mr Noel Kennedy  
**Co-Headteacher**