



The Ryes College  
Pump Farm  
Bures Road  
Assington  
Suffolk  
CO10 5NA  
Tel: 01787 228344

23<sup>rd</sup> September 2020

Dear Parents and Carers

With the continuation of the Coronavirus pandemic, I am writing to provide you with an update on how we will continue to manage the school in the event that there is an impact on our service.

During this autumn/winter season, the likelihood is that children and staff could, at some moment become unwell. There is also, now, the added complication that some of the effects could appear as COVID like symptoms. As a result, I am taking the steps to advise all members of our community, staff and pupils to follow government guidance if they think they may have Coronavirus. Please find an attached letter, from the government, that we have received today, advising care givers, about how you can ensure the safety and wellbeing of your children, families and our school community during coronavirus.

Thankfully, we have our own testing kits for staff so there would be no delay in confirming cases. If cases are confirmed, again I will write to you, and advise you of the government guidance in this eventuality. As of yet – we have not been forced into a school closure because of the transmission of the Coronavirus.

However, I am faced with the reality that we may have to change how we deliver our service. The plan that I am sharing has been drawn up alongside the Local Authorities and addresses how we can continue to offer an education, when and if the school faces a critical level of staffing.

In terms of how this will look I will consider the factors behind sufficiently staffing the number of children that are at school. In the first instance we will:

1. Continue to support children with one staff to two children – bearing in mind that some children require 1:1 support
2. Reduce the number of taught activities
3. Join classes for shared taught themes



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4. Increase class sizes
5. Use supply staff only where necessary

If after taking these steps, I then have to consider school closure – I will then activate stages 6 and 7 which are:

6. Teach Remote Learning Programme on Microsoft Teams and BKSB Functional Skills Programme (much as we did during the transition phase at the beginning of September.)
7. Provide prepared educational materials for pupils to study at home

Should the need arise, levels stages 6 & 7 will be activated, either to teach a reduced number of pupils onsite and the remainder being taught online, much like the transition programme that we ran at the beginning of September. Stages 6 & 7 will only be applied in the most urgent situations and where absolutely necessary. (much like the school closure days for bad weather).

It is not my intention to alarm anyone, but more to prepare for all eventualities. Please also be re-assured that any change to the usual running of the school will be kept as short as is safe to do so, as it is our intention to provide the usual high standard of service you have come to know.

If you have any questions, please do not hesitate to contact me.

Yours faithfully

*Daniel*

Daniel Lawrence  
Headteacher