



**THE
COWPLAIN
SCHOOL**

Headteacher

Mr IR Gates MA NPQH

16 March 2020

Dear Parent

Further to Mr Gates's emailed letter today, I am writing to let you know about the preventative measures that we have put in place in and around the school to inhibit the possibility of any spread of Coronavirus.

Dining Room Bio-metric machines

With effect from tomorrow, Tuesday 17 March 2020, students will be unable to use the bio-metric point of sale machines for purchases in the Dining Room. Instead, students' accounts will be debited manually by the catering staff. We will also be turning off the bio-metric top-up machines and we therefore would like to encourage you to top up your child's account online. Today we have posted letters, with individual link codes to Scopay, to all parents who have not yet setup an online account. For the time being, whilst parents are setting up online accounts, if a student has cash to load on to their account, they should go to the Main Hall at either break time where our Finance team will update the account manually. Please be aware that this will slow down the speed of sales during breaks, however we will initially extend both breaks by 5 minutes to allow for this.

Onsite Cleaning

- A number of weeks ago we introduced a higher strength sanitiser which is being used by our cleaning staff on all hard surfaces but especially on touch-points; door handles, handrails, telephones etc.
- Cleaning staff have been given additional training and guidelines to follow
- All toilets have hand soap and this is being checked and replenished daily
- Water machines are being sanitised intermittently throughout the day
- Computers and phones are cleaned daily

Personal Hygiene

- Wash your hands with soap and water often – do this for at least 20 seconds
- Always wash your hands when you get home or into school
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- Put used tissues in the bin straight away
- Do not touch your eyes, nose or mouth if your hands are not clean
- Try to avoid close contact with people who are unwell

Please encourage good hygiene by all family members washing thoroughly for 20 seconds.

We continue to take advice from the Government and our own Health and Safety Advisor and receive regular updates. We will keep you updated with any further guidance or measures that need to be put in place.

Yours sincerely

Mrs K Webb
Site Manager

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