



17 March 2020

Dear Parents and Carers

As you are probably aware the Government has significantly changed its advice regarding managing the COVID-19 (Coronavirus). At this moment in time the Government isn't instructing schools to close. As a trust, Nova are aiming to support all schools to maintain as normal a service as possible, but safeguarding students and staff remains of paramount importance.

The difficulty for all schools is that some staff are not able to attend school because of their underlying health issues (as re-defined by the Government on 16 March 2020) or because of their immediate family's health position. Already we can see that this is having a real impact on our school staffing levels.

As a trust and school we have been placed in a very difficult position. As public servants we naturally want to maintain our service to our children. To do this we need staff to be at work to provide that service. Self-isolation on top of normal absence has now made it extremely difficult to maintain normal levels of school service.

What is important to emphasise to parents and carers is that any student or member of staff who is at a serious level of health risk due to underlying health conditions **MUST NOT** attend school until further notice. This also applies to those who present with coronavirus symptoms to whom the 14 day isolation rule applies.

Due to the staffing position at Toot Hill school, as of 3.30 pm today, Tuesday 17 March 2020 it is necessary to take the following actions:

- Students in Years 8, 9, 10 and 12 are **not to attend** school until further notice
- Students in Years 7, 11 and 13 should continue to attend lessons and exams as planned unless they fall into the health categories outlined above
- For students who are at home, we will aim to establish and maintain remote learning by setting work via the Microsoft 'Team' facility which will be fully operational by Thursday 19 March 2020. In the meantime, students should study from their Knowledge Organisers and check their school email account twice daily
- Any student who cannot log on to their school email should contact their tutor who will rectify this situation to enable access.

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Toot Hill School | The Banks, Bingham, Nottingham NG13 8BL  
Telephone: 01949 875550 | Email: [contact@toothillschool.co.uk](mailto:contact@toothillschool.co.uk) | Website: [www.toothillschool.co.uk](http://www.toothillschool.co.uk)

Executive Head Teacher: **Ashfaq Rahman** BSc(Hons), PGDip, PGCE, NPQH, NLE | Head of School: **Sandra Paley** BSc (Hons), PGCE, MEd

-2-(last page)

- Please also note: Year 10 DofE training day on Saturday 21 March 2020 and the training weekend on 4 and 5 April 2020 will be postponed and rearranged dates will be advised separately.

The loss of school meals is a major area of concern for many families. If the school is required to fully close, we will work with our catering suppliers to provide some level of service. At this point in time however, we cannot guarantee this service to families but will update you accordingly.

These are uncertain times. We are all running to catch up with events and ensure our planning is equal to the challenge.

I wish to take this opportunity to thank you for your understanding and consideration in response to this unique situation. Your support is valued and we will maintain a high level of contact with you as this situation unfolds.

Please take care of yourself and your families.

Yours sincerely

A handwritten signature in black ink, appearing to read 'S Paley', written in a cursive style.

**Mrs S Paley**  
**Head of School**