



## The Triple Crown Centre

Lode Lane, Solihull, B91 2HW  
Tel: 0121-709-0080  
Email:triplec@triple-crown.solihull.sch.uk  
Miss E Clarke, Head Teacher

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Dear Parent/Carer

As we approach the final days of what has been an unpredictable and challenging half-term for everyone, I hope your family is well and that this continues to be the case.

Below is information to share with you in relation to minimising the risks of COVID-19 to our school and the wider community.

### Face coverings

In line with our revised risk assessment, our parent/carer and visitor protocols have been updated to clarify the need for all parents/carers and visitors to be wearing face coverings inside the school building.



TCC parent carer  
protocol Oct 20.doc



TCC Visitor  
protocol Oct 20.doc

### Communication with school during the half-term break

It is obviously important that we are made aware of any updates in relation to our students and families in relation to COVID-19 symptoms, tests etc. when school is closed. This to allow us to follow up any possible impact on others in our school community.

Please make let us know immediately via the school email address [triplec@triple-crown.solihull.sch.uk](mailto:triplec@triple-crown.solihull.sch.uk), which will be continuously monitored. I will then make contact with you, if further information is required.

### COVID-19 Symptoms

The common symptoms of COVID-19 are:

- ❖ a high temperature, and/or
- ❖ a new continuous cough
- ❖ loss of sense of taste or smell

If you, or anyone in your family, has any one or a combination of these symptoms now or in the future, stay at home for 10 days from when your symptoms started, even if you are mildly unwell. All other members of your household will need to self-isolate for 14 days. This is to protect others in your community. Do not go to a GP surgery, pharmacy or hospital. If you or your child become very unwell then contact NHS 111 for advice.

Anyone who develops symptoms should be tested as soon as possible. More information can be found by following this link - <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/>

## Precautions

There are precautions you can take to avoid catching or spreading coronavirus:

- ❖ Wash your hands with soap and water often - do this for at least 20 seconds
- ❖ When you leave your home, always wash your hands when you return
- ❖ Use hand sanitiser gel if soap and water are not available
- ❖ 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 immediately and wash your hands afterwards
- ❖ Try to avoid close contact with people who are unwell

More information on COVID-19 is available on these websites from the NHS and the Government

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/>

<https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public%20>

## Contingency plans for remote learning

As you will be aware, it is a government requirement that all schools have contingency plans in place for remote learning, should the need arise. Please see:

- ❖ The Triple Crown Centre Contingency Planning - 'School closure and remote learning'
- ❖ The Triple Crown Centre Contingency Planning - 'Individual students self-isolating and remote learning'



Contingency  
planning school clo



Contingency  
planning individual

All students have received guidance in accessing their learning through Microsoft Teams and assignments have been set to ensure every student is able to complete and submit work in this way.

## Student Protocol

If our school is to be as safe as it can possibly be for everyone, it is vital that every student understands the procedures and follows staff instructions immediately. Please re-inforce this with your child. As you will very much appreciate, if this is not the case, we will need to make alternative educational arrangements in order to protect other students, staff and our families.

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Please have as an enjoyable half-term break as you can do in these current circumstances. Thank you for the great amount of support we have received from you over the last few weeks. Look after yourselves and the very best of wishes to you and your family.

Yours faithfully

Miss E Clarke  
Headteacher