



TO CARE
TO LEARN
TO ACHIEVE

10th November 2020

BEDFORD HIGH SCHOOL

A Specialist Business and Enterprise College
with Applied Learning

Headteacher: Mrs H J Phillips

Dear Parent/Guardian,

As we are all aware, community transmissions of COVID-19 in the Wigan borough are currently very high and this is having an impact on our school community. At Bedford our primary aim is the safety and well-being of our students and staff. With this in mind, we will take the necessary steps to keep the school open, however I am very aware of factors beyond our control that could potentially result in a year group or multiple year groups being asked to work from home.

I have identified two possible scenarios but this is by no means exhaustive, that might require us to trigger our contingency plan:-

- i. Exponential increase or a concerning number of positive COVID-19 cases amongst students and/or staff
- ii. Exceptional circumstances where the safety of students is placed in jeopardy by insufficient staffing levels in schools.

These scenarios raise significant concerns regarding the health and safety of all students and staff and, as a school, we have a duty of care to safeguard the health, safety and well-being of all members of our school community from an increased risk. Whilst I appreciate and recognise that decisions like this may affect some families and students more than others, we have in place a contingency plan to try and minimise the disruption to learning.

How will the contingency plan work?

If a situation arises where the school needs to trigger the contingency plan, parents and students will be notified as to which year group or groups will no longer be attending school. We will also inform parents of the duration of remote learning which will be either one or two weeks. During this period those students will be educated remotely at home and will not attend school. Wherever possible, this notification will be given in advance. However, some circumstances may result in little or no advanced notice being given.

Remote Learning:

In the event of a year group being sent home, students will be expected to sign-in to lessons and learning via Zoom. The completion of learning and attendance at remote lessons is compulsory and the implementation of remote lessons is the best way for us to continue to deliver the curriculum and to maintain the quality of learning. If your child is unable to attend remote lessons due to illness, please report this to school following our normal school absence procedures.

Finally, I want to reassure all parents/guardians that the safety and well-being of the students and staff in our care is of the utmost importance in everything we do. I hope that by writing to you in advance, it will give you the opportunity to discuss this with your child and will hopefully alleviate any potential anxieties or concerns that may arise if or when we have to send students home.

Thank you for your continued support as we navigate through these unprecedented and challenging times.

Yours faithfully

Mrs H Phillips
Headteacher

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