

The below is a series of bullet point actions from the Leadership Team at Bloxham School. Bloxham have been planning for a few weeks and have recently implemented the below measures as the situation develops. From Wednesday 11th March, a number of staff and students were told to self-isolate, hence the transition from planning to action.

Generally:

- Exude calmness & gratitude – they are what people need from us.
- Follow the advice from a higher authority (i.e. PHE).

Communications:

- Good communication is the beginning, middle and end of it all!
- Have a small group within which decisions can be hammered out.
- Keep letters out reasonably short if possible, and business-like.
- Keep one person in charge of communications but use a team to distribute and to aid in proofreading speedily but carefully.
- List all audiences (e.g. parents, students, staff, external users of the school), communicate appropriately to each audience and co-ordinate timing.
- Try to have a central point to which enquiries are directed. Keep answering them quickly - decide who will do that.
- Don't make promises either about certainty, or about what more school can offer.
- Recognise that you cannot control the actions of all parents and be ready to accept less than perfect responses.

Boarding specific:

- Overseas boarders are a key concern: flights uncertainty make them very vulnerable.
- Plan evening and overnight cover carefully to spread the load reasonably if you are many staff down.
- Plan for both a sick bay and an isolation bay (a House for each).
- Plan how to keep key staff available in school (chefs, nurses, matrons, cleaners, maintenance) in case of widespread boarder sickness.