



# Manor Community College

a DCSF designated Specialist Creative and Performing Arts College  
Principal Ben Slade BA (Hons) Ed, NPQH

Arbury Road, Cambridge, CB4 2JF  
Tel: 01223 508742, Fax: 01223 508747  
Email: [office@manorcc.org.uk](mailto:office@manorcc.org.uk)

5<sup>th</sup> May 2009

Dear Parents and Carers,

## Swine Flu Advice note

In light of the developing situation around Swine Flu outbreaks in Mexico, the US and other countries, we are sending you the following advice based on information available from the Health Protection Agency and NHS Cambridgeshire. For full details please refer to their websites below.

### What is Swine Flu?

Swine Flu is a respiratory disease of pigs caused by type A influenza viruses. Outbreaks of Swine Flu happen regularly in pigs but people do not normally get the virus. However, human infections can and do happen. Typically human cases of Swine Flu happen in people who are around pigs but it is possible for Swine Flu viruses to spread from person to person.

**At the moment there is still a low risk of contracting Swine Flu. Early indications are that in most cases outside of Mexico the symptoms of this illness are mild.**

### Reducing the Risk of influenza

General infection control practices and good hand hygiene can help to reduce the spread of all viruses:

- Cover your nose and mouth when coughing or sneezing, using a tissue (NOT handkerchief) when possible
- Dispose of dirty tissues promptly and carefully by binning them
- Maintain good personal hygiene, e.g. washing hands frequently with soap and water to reduce the spread of the virus from hands to face or to other people
- Clean hard surfaces (e.g. worktops, door handles etc) frequently using a normal cleaning product
- Make sure your children follow this advice.

The college will be doing all it can to follow these guidelines. Families can support this message and practice at home.

Please do not send students to college who are feeling unwell. Efforts will be made to ensure staff and students go home if they become unwell during the college day.

If you or your child develop a feverish illness accompanied by one or more of cough, sore throat, headache and muscle aches, **stay at home and contact your GP by phone or seek advice from NHS Direct on 0845 4647.**

Deputy Principal: Jane Davies  
Chair of Governors: Phillip Ward  
PA to the Principal: Lucy Crebo  
Bursar: John Moloney

[www.manorcc.org.uk](http://www.manorcc.org.uk)





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## Emergency Planning

The college has in place an emergency plan in readiness for a critical incident including flu pandemic.

## College Closure

If Swine Flu becomes pandemic a decision will be made as to whether our college will need to close. If schools in this area are advised to close this will be announced on radio and television. The college may also need to be closed if staffing levels fall below a minimum level.

If the school should have to close at very short notice parents and carers will be contacted using the contact information you have provided. Information will be posted throughout the closure on the college website.

## Contact Information

Please find attached a form for completion regarding your contact details. Please complete, date and sign it and then return it to college **tomorrow**.

**ALL FORMS MUST BE SIGNED AND DATED AND RETURNED TO COLLEGE EVEN IF THERE ARE NO AMENDMENTS.**

## Distance Learning

The school is required to continue to provide some form of education for students during closure. In the event of a closure the college will provide:

- ***Appropriate work to meet the needs of all pupils***
- ***Signpost suitable websites, television/radio programmes etc***
- ***Manage feedback to pupils***

Should you require any further information do not hesitate to contact the college or the Swine Flu information line 0800 1 513 513.

Yours sincerely,

**Ben Slade**  
**Principal**

Website references: [www.nhs.uk](http://www.nhs.uk)  
[www.hpa.org.uk](http://www.hpa.org.uk)  
[www.nhs.uk](http://www.nhs.uk)  
[www.direct.gov.uk/swineflu](http://www.direct.gov.uk/swineflu)

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## Contact Details Form

Please fill in the details below so that we can check or update information where applicable.

**Name of Student:** ..... **Form:** .....

**Name of Parent/Carer:** .....

**Contact Address:** .....

**Telephone Numbers: Home:** .....

**Work:** .....

**Mobile:** .....

**Email Address: Home:** .....

**Work:** .....

As from September, we will be using ParentMail and it would be our preference to contact you by email instead of post. If you have an email address and are happy for us to contact you in this way please tick this box.

ParentMail will also allow us to send you a text message if necessary and we would appreciate you informing us if you change your mobile number.

**Signed:**.....

**Date:**.....

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