

Thursday 17th September 2020

Dear Parents/Carers,

Firstly let me start by saying how fantastic it has been to see all of our students back at school. As you know, many of our school routines are slightly different now due to the Covid-19 measures we have put in place to keep our community safe, but we have been so impressed with how our students have risen to the challenge.

I am writing to outline the main steps we will be taking as and when we have a suspected or confirmed case of coronavirus at school, as I understand that this is a source of anxiety for many parents.

Symptoms of Covid-19

It is vital that parents keep their child home from school if they display any of the symptoms of Covid-19, even if you think it is likely to be another illness. This will help us keep our community healthy and ensure that our school can remain open. The key symptoms are:

- a high temperature – this means you feel hot to touch on your chest or back (over 37.8°C)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Parents should let the school know, get a test as soon as possible, and inform us of the result of the test. The child should only return to school once a negative test result has been received, or after 10 days from first showing symptoms..

A child should also not come into school if another member of their household displays symptoms.

Suspected Cases

If we notice that a child is displaying any of the signs of Covid-19 in school, they will be removed from their lesson by a member of trained staff. They will be kept isolated while they wait to be sent home. The rest of their class will be moved to another classroom. The classroom and all surfaces that the child has touched will be disinfected. As a school, we carefully track any student who has displayed symptoms so that we can identify any patterns.

We will not inform parents of suspected cases.

Confirmed Cases

If a case is confirmed, we will contact our local Health Protection Team to ensure that we are following up to date guidance. Close (more than 1m for more than a minute) and proximal (less than 2m for 15 minutes or

more) contacts for the child/member of staff will be identified using timetables, seating plans, and asking them about any other close contacts (e.g. shared car journeys).

We will inform all of the close and proximal contacts identified and advise them to self-isolate for 14 days. Other families will be informed in the interests of transparency but do not need to take any action.

Multiple Confirmed Cases

In the case of two or more confirmed cases, we will liaise with the local Health Protection Team and the local Director of Public Health who will guide further action. Using internal tracking information and local context, the following measures may be considered:

- Isolation of groups
- Whole school closure
- Mobile testing units

The families of any students who need to be sent home will be informed. Other families will be informed in the interests of transparency but do not need to take any action.

Home Learning

Students who are asked to stay at home will be provided with learning resources for this cycle. The nature of home learning may change if the number of students and staff members affected changes. We are able to loan out chromebooks to any student who does not have their own device to support with their continued learning.

I hope that you find this information useful. Please be assured that we are working hard to deliver a world-class education whilst keeping our community safe, but will continue to review our measures as the local context changes. We will continue to keep you informed of any information that we feel is useful and relevant.

Yours sincerely,

Ms K. Wood (Headteacher)