

11th September 2020

Dear Parents/Carers,

Firstly, thank you for all your support so far this week as we have reintegrated students back into school; it has been fantastic to welcome them back this week and I hope that your son/daughter has enjoyed being in school.

One of the most important things we need to explain are the actions you should take in the event that your son/daughter or someone in the family home is symptomatic with COVID-19 and has to self-isolate. **Please can you ensure that we have the most up to date contact details for you and also an emergency contact in the event you should be unable to collect your child.**

There are five scenarios you need to be aware of (correct as of 11th September):

**1. Crucially, if your son/daughter develops ANY of the following symptoms, then they must not attend school:**

- A new continuous cough
- A high temperature
- A loss of taste/smell

**You will need to call the school absence line immediately (01708 630002 ext. 1) and explain that your son/daughter is symptomatic with symptoms associated with COVID-19.**

**Please note that a runny nose/sore throat presenting without the above symptoms does not require any action to be taken and your son/daughter CAN attend school, unless they subsequently develop any of the symptoms above.**

What happens next?

- We would encourage parents/carers to arrange for your son/daughter to undertake a COVID-19 test.
  - If the test result is negative, then your son/daughter can return to school upon receipt of the negative results.
  - If the test result is positive, then it is CRITICAL that you contact the school and let us know as soon as possible.
- Your son/daughter will be required to self-isolate for 10 days.
- After 10 days if the individual still is symptomatic (e.g. had a high temperature) they must self-isolate until they feel better).
- All other members of the family home are required to self-isolate for a longer period – 14 days. For example, if your son/daughter had siblings at the school, you would also need to explain on the absence line that those siblings would be unable to attend school for 14 days.
- Please contact your son/daughter's Support and Guidance Manager so that work can be set.

**2. If someone else in the family home develops symptoms associated with COVID-19:**

- A new continuous cough
- A high temperature
- A loss of taste/smell

**You will need to call the school absence line immediately (01708 630002 ext. 1) and explain that someone in the family home is symptomatic with symptoms associated with COVID-19 and that your son/daughter is self-isolating (as well as any other siblings at the school).**

What happens next?

- The first person in the house who displayed symptoms must arrange a COVID-19 test – if it is negative then your son/daughter can return to school. If a test isn't taken, then your son/daughter cannot return for 14 days. If the test is positive, your son/daughter must finish their 14-day isolation.
- All household members need to stay at home and not leave the house for 14 days.
- The 14-day period starts from the day when the first person in the household became ill or if they do not have symptoms, from the day their test was taken and confirmed as positive.
- Please contact your son/daughter's Support and Guidance Manager so that work can be set.
- If anyone else in the household starts displaying symptoms, they need to stay at home for at least 10 days from when their symptoms appear, regardless of what day they are on in their original 14-day isolation period.

**3. If your son/daughter are contacted by NHS 'Track and Trace' and are asked to self-isolate:**

**They must not attend school.**

**You will need to contact the school absence line immediately (01708 630002 ext. 1) and explain that they have been contacted by 'Track and Trace' and are required to complete a period of self-isolation.**

What happens next?

- They must self-isolate for 14 days from the day they were last in contact with the person – as it can take up to 14 days for symptoms to appear.
- They must not leave the home for any reason.
- Even if they get a test and the result is negative, they cannot attend school – as they may not have been symptomatic when they had the test.
- Please contact your son/daughter's Support and Guidance Manager so that work can be set.

**4. If someone else in the family home (not your son/daughter) are contacted by NHS 'Track and Trace' and are asked to self-isolate:**

**Your son/daughter CAN attend school.**

**They would only be unable to attend school if they developed COVID-19 symptoms.**

**5. If your son/daughter presents as symptomatic whilst on the school site:**

**Your son/daughter will be asked to individually go to our medical room 'holding area' – this will be because they were exhibiting at least one of the three COVID-19 symptoms. The only students using this room will be those who present as symptomatic.**

**Staff will take their temperature and will be wearing PPE (Personal Protective Equipment).**

**You will be called and asked to collect your son/daughter immediately – this has to be non-negotiable.**

What happens next?

- We would encourage parents/carers to arrange for your son/daughter to undertake a COVID-19 test.
  - If the test result is negative, then your son/daughter could return to school upon receipt of the negative results.
  - If the test result is positive, then it is CRITICAL that you contact the school and let us know.

- Your son/daughter will be required to self-isolate for 10 days.
- After 10 days if the individual still was symptomatic (e.g. had a high temperature) they must self-isolate until they feel better).
- All other members of the family home are required to self-isolate for a longer period – 14 days. For example, if your son/daughter had siblings at the school, you would also need to explain on the absence line that those siblings would be unable to attend school for 14 days.
- Please contact your son/daughter’s Support and Guidance Manager so that work can be set.

I hope that by breaking down the scenarios into five discrete examples, you understand the various courses of actions that you are required to take.

Finally, it is important for me to reassure you that we have robust planning in place should any member of the school community test positive for COVID-19. In this eventuality, the school would follow the clear protocols put in place by Public Health England. Firstly, I would contact the local Public Health England Protection Team (PHE HPT). They would assess the situation and provide advice on the next course of action. Depending on the outcome of these discussions, the PHE HPT and Local Authority may establish an Outbreak Control Team to manage the situation. As always, you will be updated immediately and regularly.

Last month, the Government announced the plan that would be put in place should more significant restrictions need to be put in place – for example in the event of a local or national lockdown. In this situation, the Government has advised that initially secondary schools would operate on a rotational basis with all students receiving two weeks of teaching in school, followed by a two-week period of learning from home. We all obviously hope that this situation does not develop, but once again, I wanted to reassure you that we are putting the necessary planning in place should this situation arise.

Thank you for all your support in what has been a very positive start to the new school year.

Yours faithfully,



**MR. W. THOMPSON**  
Principal