



14 September 2020

Dear Parent/Carer

As you will be aware, schools across the country have been re-opening following the government guidelines. I am pleased to say that we have had a very successful re-opening and I would like to thank you for the work you have done in preparing students for their return to school. Attendance last week was nearly 98%, well above national trends. I have been incredibly impressed with the way our young people have adapted to the changes they face.

I am writing to you today to make you aware of our plans should a student or member of staff test positive for COVID-19. Let me stress that we really hope we do not need to use the plan outlined below, but it is important that you are aware of and understand the processes we would follow.

As you may know from the national Test and Trace programme, people are being asked to self-isolate for 14 days if they are a **contact** of a person who has tested positive. Outlined below is how a **contact** is defined in our school context and the process of what will happen in the case of a positive test of a student or a member of staff.

If a student or a member of staff does test positive, this unfortunately will mean that for a short period of time we will need to send some students home and this could be up to and including all members of a bubble. This could be at short notice and **it is therefore important that you make arrangements for your child to be able to access home, if necessary.**

We will then identify the students and staff who are contacts of the person who has tested positive and they will need to self-isolate for 14 days. Other students who have not been a close contact and have no symptoms will be able to return to school.

Our preferred method of communication is email. If we need to email you urgently we will send a text message to alert you of the email. **Please do not respond to text messages by return text.**

Please can I ask you to check emails regularly and let us know if you have recently changed email address or telephone number by contacting info@guiseleyschool.org.uk

We are finalising a process to ensure that work will be set for students who are self-isolating, using their Teams account. Students will be expected to access this work at home.

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Headteacher: Mr Paul Clayton



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I would ask that you and your families continue to follow the social distancing guidelines by:

- Maintaining social distancing of 2m with individuals outside of your household or support bubble
- Washing or sanitising hands regularly
- Wearing masks when required – (in school corridors, in shops and on public transport etc.)
- Following the new 'rule of 6' and not socialising with more than 6 people inside or outside **this includes when travelling to and from school**
- Following local lockdown regulations where appropriate

Can I stress how important it is that you reinforce these rules with your child.

On the next two pages, I have included guidance on the things that you need to do if you or your child develops symptoms or are identified as a contact of a person who has tested positive.

Once again can I thank you for all your support and please contact school if you have any further questions.

Yours faithfully

A handwritten signature in black ink, appearing to read 'P. Clayton', with a horizontal line underneath the name.

Mr P Clayton
Headteacher

DEALING WITH A POSITIVE COVID-19 TEST IN SCHOOL

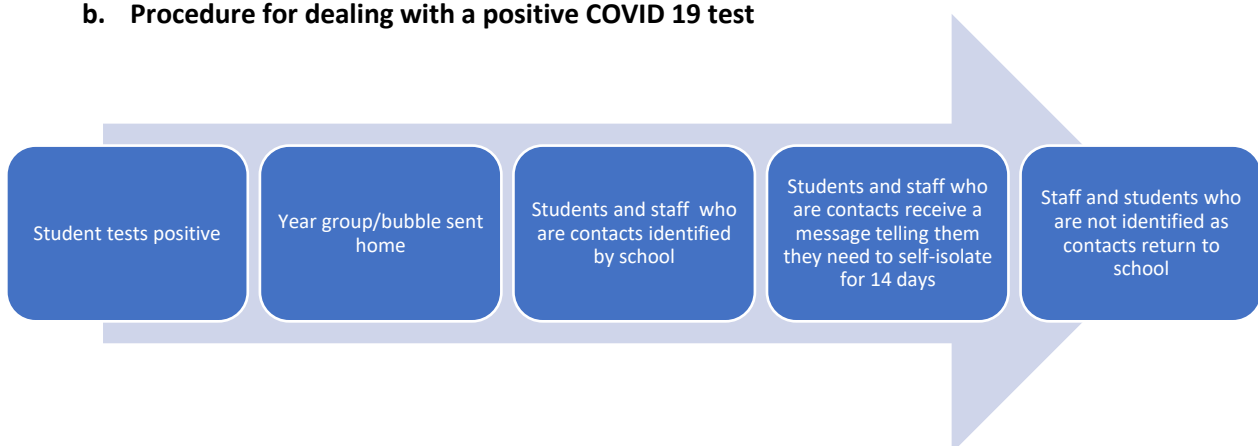
a. Who is a contact?

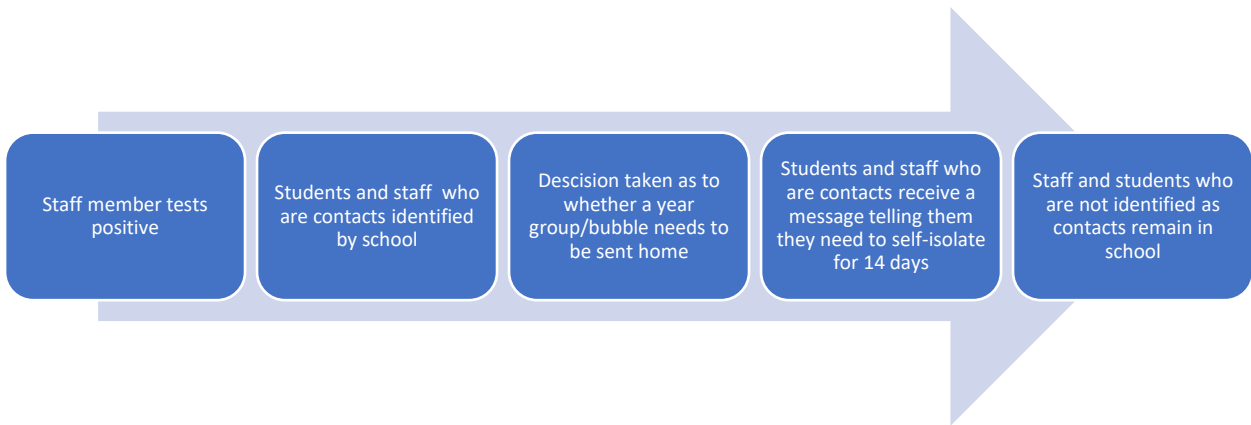
We will define a contact as a person who has had contact (see below) **at any time from 48 hours before onset of symptoms** (or test if asymptomatic) to 10 days after onset of symptoms (or test):

- a person who has been taught in the same class with someone who has tested positive for coronavirus (COVID-19)
- a person who has had **face-to-face contact** (within one metre) with someone who has tested positive for coronavirus (COVID-19), including:
 - being coughed on, or
 - having a face-to-face conversation, or
 - having skin-to-skin physical contact, or
 - any contact within one metre for one minute or longer without face-to-face contact
 - a person who has been within 2 metres of someone who has tested positive for coronavirus (COVID-19) for more than 15 minutes
 - a person who has travelled in a small vehicle *with* someone who has tested positive for coronavirus (COVID-19) or in a large vehicle *near* someone who has tested positive for coronavirus (COVID-19)
 - people who spend significant time in the same household as a person who has tested positive for coronavirus (COVID-19)

A person who maintained appropriate social distancing (over 2 metres) **would not be classed as a contact.**

b. Procedure for dealing with a positive COVID 19 test





Guide for parents responding to Coronavirus symptoms and contact tracing

	1	2	3	4
What to do if	You (parent/guardian) develop coronavirus symptoms	If your child or someone in your household develops coronavirus symptoms	If your child is identified as a 'contact' of a person who has tested positive for coronavirus. If this happens at school, we will contact you. If you are contacted directly by Test and Trace, please alert school	Your child has spent time with someone who has been identified as a 'contact' of a person who has tested positive for coronavirus e.g. your child might be in the same class as someone who is isolating because they were in contact with the person who tested positive
Action needed	<ul style="list-style-type: none"> • Your child is not to come to school • Alert school • You need to isolate for 10 days • Your household need to self-isolate for 14 days • Get a test • Your child does not need a test unless they develop coronavirus symptoms • Work will be set online for your child through TEAMS 	<ul style="list-style-type: none"> • Your child is not to come to school • Alert school • You and your household need to self-isolate for 14 days • Your child or household member needs to get a test and self-isolate for 10 days • Get a test • Work will be set online for your child through TEAMS 	<ul style="list-style-type: none"> • Your child is not come to school • Your child needs to self-isolate for 14 days from when the person who tested positive first developed coronavirus symptoms. If this happens at school, we will let you know how long your child needs to self-isolate for • Your child does not need a test unless they develop coronavirus symptoms. If they do develop symptoms, follow column 2 • Work will be set online for your child through TEAMS 	<ul style="list-style-type: none"> • Your child can come to school • No action required unless your child develop symptoms • If your child develops symptoms follow the column 2
If test result is positive	<ul style="list-style-type: none"> • Tell school the result • You need to continue to self-isolate for 10 days from the first day that your symptoms developed • Your household need to continue to self-isolate for 14 days from the first day that your symptoms developed 	<ul style="list-style-type: none"> • Tell school the result • Your child or household member needs to self-isolate for 10 days from the first day that their symptoms developed • You and the rest of your household need to self-isolate for 14 days from the first day that your symptoms developed 		
If the test result is negative	<ul style="list-style-type: none"> • Tell school the result • You and your household can stop self-isolating • Your child can return to school if symptom free 	<ul style="list-style-type: none"> • Tell school the result • You and your household can stop self-isolating • Your child can return to school if symptom free 		