



13 November 2020

Dear Parent / Carer,

As part of our CoVid-19 response we regularly review our processes and risk assessments.

At the time of writing there have been 20 students in our cohort who have tested positive for CoVid-19 since the start of the school year. Some of these students have not been in school during their infectious period whilst others have, requiring us to identify close contacts and instruct them to self-isolate. At all points we have worked alongside Public Health England (PHE) to determine the correct course of action.

It is important for parents to understand that we identify close contacts based on the PHE guidance which is available to view on our website in the 'Covid-19 Information' section: <https://www.guiseleyschool.org.uk/covid-19-information/faq>

It is possible that your child will not be a close contact even if they have been in the same class and will only be a close contact if their exposure was within the infectious period of 48 hours before first symptoms or test.

Whilst the number of positive cases experienced may be of concern to some parents, Public Health England have been very clear that this number of cases is consistent with the national and local context and is at the lower end of the range seen in secondary schools across Leeds. I would emphasise that the case rate is significantly below the rates seen across Leeds and Bradford over the last six weeks.

As part of our review and after some very useful feedback from parents, we will be streamlining our communications processes in the eventuality of a positive case being reported to school.

From today, if we receive notification of a positive case we will communicate to parents in the following way;

- An email to parents of children who are 'close-contacts' to instruct the child to self-isolate
- An email to parents of all students in the affected year group to notify the case
- A text message to all parents in the affected year group explaining an email has been sent.

We will no longer send a letter attached to the email. The information and guidance that we have previously included in the parental letters will be available on the website in the 'Covid-19 Information'. This section of our website also includes a number of 'frequently asked questions'. We will also regularly update this section with the numbers of cases experienced in school as a whole.

If you need to inform us of a positive test result can I remind you to use our dedicated email at positivetest@guiseleyschool.org.uk

If you do have any questions regarding our processes please do not reply to group emails or texts but rather email us at info@guiseleyschool.org.uk

Best wishes for the remainder of the term,

Paul Clayton
Headteacher