

# Communications



OAKFIELD ACADEMY  
BELIEVE AND ACHIEVE

Friday 2<sup>nd</sup> October 2020

Dear Parents,

Given the media attention recently to events surrounding the confirmation of positive cases of pupils or staff in schools, I thought I should outline for you what our procedures would look like. These are of course, continually reviewed to reflect any changes in the local and national guidance from Public Health and the Department for Education.

## Reporting:

Of course it is essential that ANY absence is reported to the academy but in particular, we will need to know if any member of your household is Covid-19 symptomatic and confirmation that they are being tested. The whole household will be isolating at this time. Please contact the academy with test results, positive or negative as soon as possible.

If your child has been tested for Covid19 and receives a positive outcome, please:

- Call the academy on 01373 462539 and we will take all the relevant information.
- If this number is unavailable, (at weekends, for example) please email the results to [oakfieldacademy@educ.somerset.gov.uk](mailto:oakfieldacademy@educ.somerset.gov.uk)
- We will need to ask you a number of questions about any close contacts in the days before they became symptomatic and isolated.

In the event of confirmation of a positive case, we will be supported through an assessment of risk process, with both Public Health and the NHS. It will take a certain amount of time to complete this assessment as each case is treated individually and there may be different outcomes regarding the potential need to isolate other pupils or staff, depending on the specific case. The identity of the confirmed case will be treated as confidential and only shared with those completing the risk assessment process. If this is during the school day... pupils will be kept safely within their bubbles until the groups requiring isolation have been agreed.

## Communications:

At this point, communications will be sent as follows:

- A statement for all **staff** and information to be shared with **pupils** via their tutors.
- Letters to the parents of the **pupils who will need to isolate** at home as they may have been a close contact. *The rest of the household do not need to isolate, (unless you are also a close contact and are contacted via 'Test and Trace') you can continue to work where any childcare allows and siblings can still attend any school or nurseries.* Pupils should all be able to access their Gmail accounts and their tutors will share their tasks each day on google classrooms.
- Letters to the **rest of the academy** parents to make you aware of a positive case, but that your child should continue to attend as normal.

Decisions around whether pupils need to be collected early; around school transport; and around the length of any isolations, will be taken at the time and will consider the time of day; safeguarding pupils; avoiding mass collections etc....

Please remember that isolated cases are preventative and therefore different to symptomatic cases.

These are exceptionally challenging times for schools across the country and I want to reassure you that my priorities are keeping our children safe, ensuring they get access to a high-quality education and keeping the academy open. I have watched our community with great pride as we have all worked together with integrity and ambition for all our pupils. Great examples of our core concepts in action.

Yours sincerely,

Miss Emma Wilkes  
Headteacher



Oakfield Academy  
Information Page

Head Teacher: Miss Emma Wilkes | Chair of Governors: Ms Kate Hellard  
Oakfield Academy, Oakfield Road, Frome, Somerset BA11 4JF

T: (01373) 462539/463832 E: [oakfieldacademy@educ.somerset.gov.uk](mailto:oakfieldacademy@educ.somerset.gov.uk) W: [www.oakfieldacademy.co.uk](http://www.oakfieldacademy.co.uk)  
Oakfield School Academy Trust, Oakfield Road, Frome BA11 4JF. Company number: 07694044 registered in England.



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