



Rayner Stephens

H I G H S C H O O L

Monday 5th October 2020

Dear Families,

RE: School Policy on Managing a Confirmed Case of Coronavirus

As you are no doubt aware, we had our first confirmed case of coronavirus within the school community last week. Consequently, I felt it would be helpful to write to all families to explain the school's procedure for managing a confirmed case of coronavirus within school.

Families are expected not to send their child to school if they, or someone in their household, is displaying symptoms of coronavirus (high temperature, cough or loss of taste/smell). We advise these families to arrange a test for the symptomatic person and the learner is not allowed to return to school until the end of the isolation period (10 or 14 days, dependent on who is symptomatic) or until they are in receipt of a negative test. We closely track this information and regularly contact affected families to ascertain dates of tests, test results, etc.

In the event a learner has a positive coronavirus test we expect all families to contact us immediately. During school hours, families can contact school via telephone. Out of hours, families can and should email our dedicated out of hours email address:

covid@rshs.aspireplus.org.uk

The school, in conjunction with Tameside Council and the Local Health Protection Team, have developed a set of robust policies and procedures to deal with a confirmed case of coronavirus within school, which are being celebrated as an example of best practice within the Borough.

After the school become aware of a positive case, a Senior Member of staff makes contact with the affected learner's family to, first, ascertain when the learner's symptoms began. From here, we are able to identify the learner's "infectious period" – this is considered to be the two days prior to the onset of their symptoms. If the learner has been in school during their "infectious period" we then begin to identify contacts of the affected learner on these days. For example, if a learner develops symptoms on a Sunday, their infectious period would be considered Saturday and Friday, so, as a school, we would seek to identify their contacts on the Friday.

In order to identify contacts, we have a discussion with the affected learner's family to understand who the learner has been in contact with, during their infectious period, during the more unstructured times of the school day. We ascertain:

- How they travelled to school and with whom.
- Who the learner has spent social times with (break/lunch) and where (canteen/yard).

Achievement **S**uccess **P**rofessionalism **I**ntegrity **R**espect **E**ndeavour

Rayner Stephens High School Yew Tree Lane, Dukinfield, Cheshire, SK16 5BL **Headteacher:** Ms F. Beach
e: admin@rshs.aspireplus.org.uk t: 0161 338 2374 f: 0161 338 9200 w: www.raynerstephens.org.uk



- Any other close contacts within, before and after school.

We then undertake a series of internal checks to ascertain who the learner has been in contact with, during their infectious period, during the structured times of the school day:

- We identify which lessons the affected learner has been in and which learners have also been in those lessons with him/her.
- We check to see if the affected learner has had any detentions, and if so, who also attended the same detention.
- We check to see if the affected learner has been elsewhere in school, e.g. the ASPIRE Centre, etc., and, if so, which other learners he/she was with.

The discussion with the learner's family and this series of internal checks results in a comprehensive list of the affected learner's contacts during their infectious period.

We then share this information with our Local Public Health Team who quality assure our processes before advising the school of next steps. Principally, these involve notifying the affected learner's contacts to self-isolate for 14 days before notifying the rest of the school community of the confirmed case within school.

If the school is made aware of the positive case during the school day, school will isolate all contacts and make arrangements for these learners to go home. Learners will be sent home according to the consent you have given in the event of an emergency closure. We will always notify parents, via text or phone call (dependent on the pre-existing consent), prior to learners leaving the school site. Please do not hesitate to contact the school office if you would like to review the current consents in place for your child in the event of an emergency closure.

Because of the steps we have taken as a school to limit, as far as possible, learners' contact with others to just their bubble or a small number of other classes, it is not always necessary to send home an entire year group to self-isolate, as has been the case in other Tameside schools. As a result of our school's approach we anticipate that a confirmed case would only result in a limited number of other learners being required to self-isolate.

In some instances, as was the case last week, some learners who are in the affected learner's bubble will not need to self-isolate. This is because they have had no contact with the affected learner during their infectious period, for example, due to absence from school.

Whilst we hope we do not have to deal with any further confirmed cases, in the event we do you can be assured that we have robust measures in place to respond to this.

If you have any further questions please do not hesitate to contact me at school.

Yours sincerely,

Dr Michael Potter
Trust Education Welfare Manager