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### **Safety Update 2 – How we will respond to any infection or outbreak of COVID-19**

**This letter informs you of actions the school will take should a student/student group/adult display symptoms or test positive for COVID-19.**

Dear Parent/Carer/Students,

1. Further to my letter of 2 September, that outlines the control measures we have put in place at the school, I am writing to you today to outline the actions we will take when a child/adult displays symptoms of COVID-19 or tests positive for COVID-19. All information in this letter adheres with advice and guidance from UK Government and Public Health England. Please read the following information carefully. This letter will address the following questions:

- What happens if a child feels ill?
- What happens if my child's test is negative?
- What happens if my child's test is positive?
- What happens if a child in my child's class tests positive?

#### **What happens if a child feels ill?**

2. Staff and pupils **must not come into the school** if they have symptoms and must be sent home to self-isolate if they develop them in school. If a child feels unwell at home and displays one or more of the COVID symptoms, **they should not attend school**. Parents/carers should contact the school via reception to report this.

If a child reports feeling unwell **whilst at school** we will:

- Support the child in the medical room whilst using PPE kit. Make a record of the child and symptoms.
- Contact home and ask for the child to be collected.
- The teaching room where the child has been learning will be deep cleaned and any teaching groups moved to another area.

Parents/Carers **must** then take the following action:

- **immediately [book a test](#) or request support with a home testing kit**. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
  - provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
  - [self-isolate](#) if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19)
3. Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus](#) website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

**Parents/Carers should inform the school immediately when the result is received.**



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#### What happens if my child's test is negative?

4. If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.

#### What happens if my child's test is positive?

5. If someone tests positive, they should follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection and **must continue to self-isolate for at least 10 days from the onset of their symptoms** and then return to **school only if they do not have symptoms** other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. **The 10-day period starts from the day when they first became ill.** If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. **Other members of their household should continue self-isolating for the full 14 days.**

#### What happens if a child in my child's class tests positive?

6. Due to the system of controls our school is currently organised into year group and form group bubbles. This reduces contact and minimises risk.
7. We will take swift action when we become aware that someone who has attended has tested positive for coronavirus (COVID-19). We will contact the local health protection team. (This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.)
8. The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.
9. The health protection team will work with school in this situation to guide them through the actions we need to take. Based on the advice from the health protection team, **we will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.** Close contact means:
  - direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
  - proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
  - travelling in a small vehicle, like a car, with an infected person



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10. The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see [section 6 of the system of control](#) for more on grouping pupils). This should be a proportionate recording process.
11. Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms.
12. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#). They should get a test, and:
  - if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
  - if the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)
13. Communication between home and school in this case is important. Please keep us informed of your child's health status should it change whilst in self-isolation.
14. The current guidance issued to schools since re-opening is designed to keep people safe from infection and transmission. We will apply it fully, work with health partners and keep families up to date with the situation in the event of an increase in the number of confirmed cases.
15. It is our objective to keep the school open, ensure people are healthy and provide a curriculum to young people that gives them a platform for success. We should anticipate, however, that the guidance could lead to periods of absence from school. If and when this situation arises we will inform you of our remote learning programme and try to minimise lost learning time. We will need to work together and support each other in this period for us to be successful in this objective.

We will continue to communicate regular updates to families via video messages. As ever, please get in touch should you require any further help or guidance.

Yours sincerely

A handwritten signature in black ink, appearing to be "J. Fraser", written in a cursive style.

Jason Fraser  
Principal