

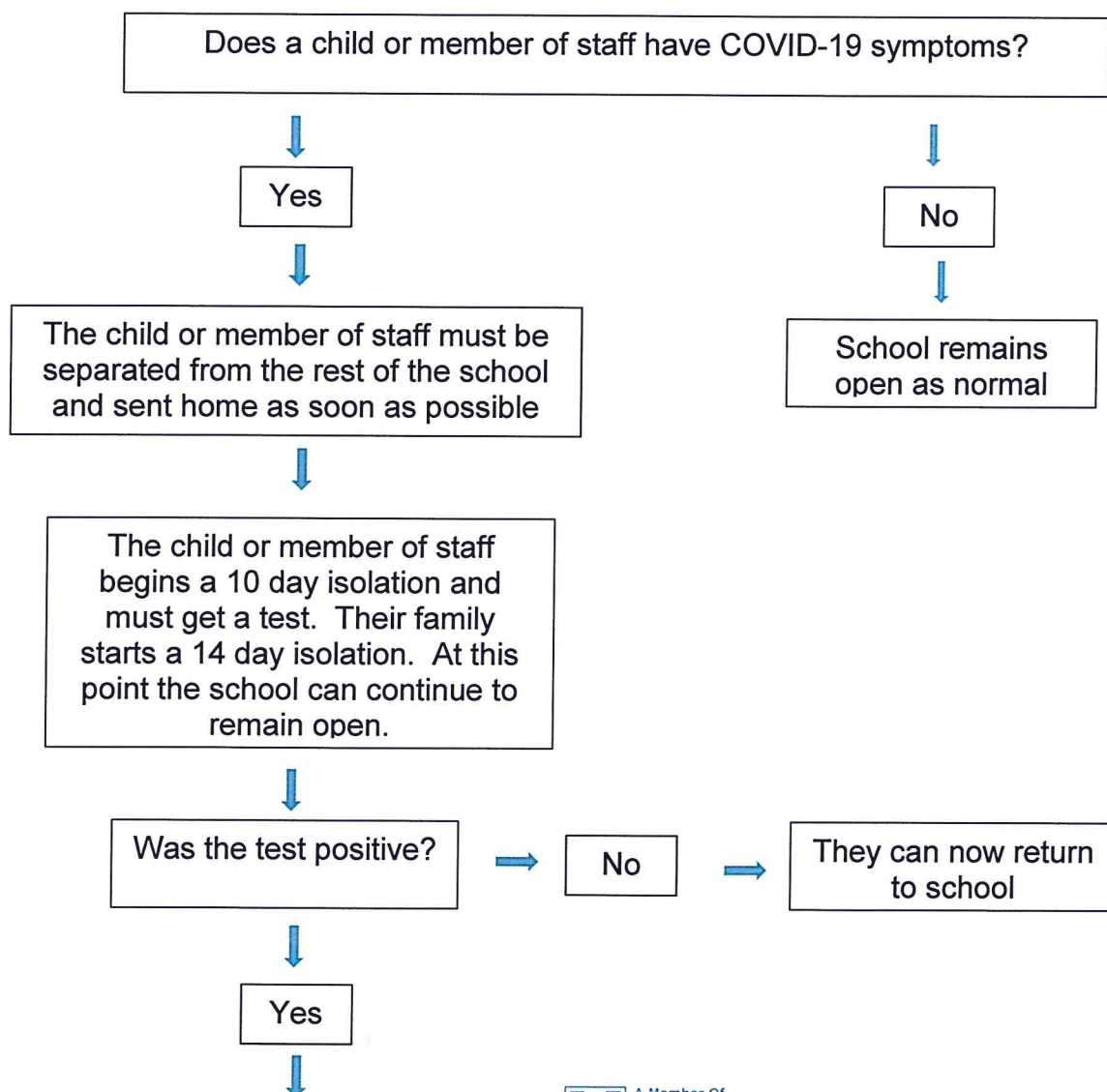
25 August 2020

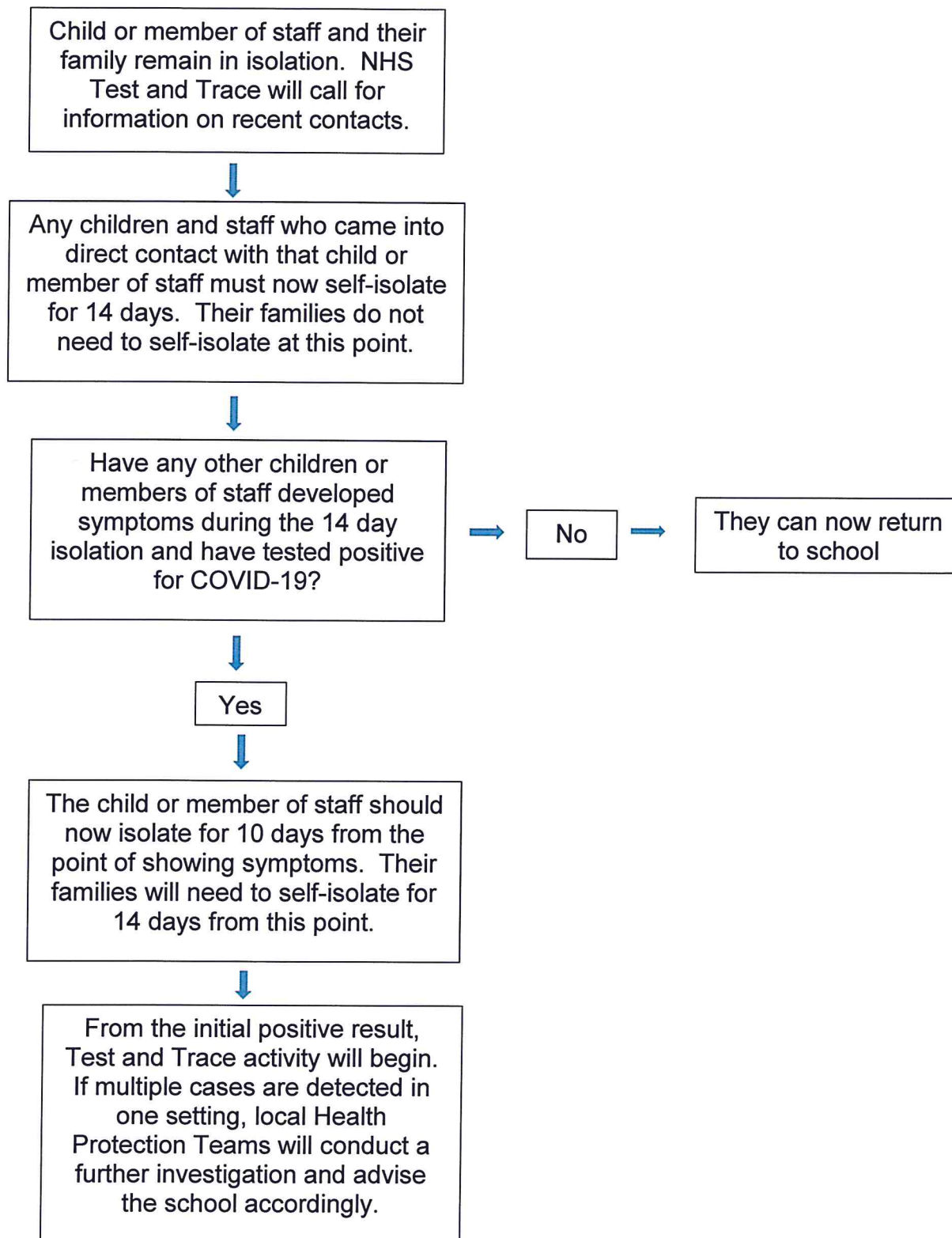
Dear Parent(s)/Carer(s)

Protocol for Suspected Covid-19 Cases and Wearing Masks in School

I am pleased to be writing to you as we prepare to welcome back to school all our students. We have been working hard to prepare for their return and to make sure we follow Department for Education Guidance and offer a safe environment for students and staff alike. All of us are looking forward to being together again in our school but it is vital that we work together to minimise the potential spread of the virus in school and community.

As a school within Bishop Hogarth Catholic Education Trust, we have worked together with colleagues from the Trust and our advisors to develop this diagram which shows how we will advise individuals (parents and staff) and their households if they become unwell OR if they are sent home because they have been in contact with someone who is displaying symptoms.





The main symptoms of coronavirus are:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

The majority of people with coronavirus have at least one of these symptoms.

If you have any of the main symptoms of coronavirus:

1. Get a test to check if you have coronavirus as soon as possible.
2. Stay at home and do not have visitors until you get your test result – only leave your home to have a test.

Anyone you live with, and anyone in your support bubble, must also stay at home until you get your result.

NHS Test and Trace

The NHS Test and Trace service will help to control the rate of reproduction (R), reduce the spread of the infection and ultimately save lives. By playing your part through the actions set out below, you will directly help to contain the virus by reducing its spread.

You can help in the following ways:

- if you develop symptoms, you must continue to follow the rules to self-isolate with other members of your household and get a test to find out if you have coronavirus
- if you test positive for coronavirus, you must share information promptly about your recent contacts through the NHS Test and Trace service to help them alert other people who may need to self-isolate
- if you have had close recent contact with someone who has coronavirus, you must self-isolate if the NHS Test and Trace service advises you to do so.
- let school know if your son/daughter is absent due to self-isolation or confirmed positive case.

Definitions

'Self-isolation if you have symptoms' means you and all household members must remain at home. Do not go outside your home for any reason i.e. to work, school, or public areas, and do not use public transport or taxis.

'Contact' means a person who has been in close contact with someone who has tested positive for coronavirus and who may or may not live with them.

If someone from school contacts you because your son/daughter has developed symptoms during the course of the day you will be asked to make arrangements to collect them as soon as possible. Students are to be collected from the Student Reception.

Voluntary Wearing of Masks

Current Government guidelines stipulates that masks should not be worn in classrooms either by students and staff, however, as a Trust we have agreed that although not mandatory, face masks may be worn on a voluntary basis by students and staff in general enclosed areas of school or while transitioning between classes in corridors. Parents and staff will be expected to provide their own masks, should they wish to follow this option. Only face masks (either washable or disposable) will be acceptable i.e. no visors, snoods or other scarf coverings. Please supply your son/daughter with a small plastic bag for mask storage during lessons and lunchtime, if they choose to bring a mask to school.

Thank you for your support and please do not hesitate to contact our school admin team if you have any queries or worries. We will notify you of any changes to these arrangements if and when they happen.

Yours sincerely

A handwritten signature in black ink, appearing to read 'PP. Ch...'. The signature is fluid and cursive.

Mrs H Keough
Acting Principal

A handwritten signature in black ink, appearing to read 'M Regan'. The signature is cursive and stylized.

M Regan OBE DL
Chief Executive Officer