

16 November 2020

Dear Families,

**RE: Confirmed case of coronavirus (COVID-19) in school.**

I am writing to inform you that, at the end of last week and over the weekend, we were made aware of two students who have tested positive for coronavirus. Both students are in Year 9 and are part of the same friendship group.

As we have previously done, we contacted the Department for Education (DfE) and Public Health England (PHE) and we have followed their guidance regarding test and trace procedures within school.

Over the weekend, we contacted the families of those students affected and informed them of the requirement for their child(ren) to self-isolate for 14 days. Work will be provided for all those students who are required to self-isolate and we will use this opportunity to see if we can continue to provide high quality teaching and learning via a 'hybrid' approach. This will mean students at home logging into their lessons via Microsoft Teams whilst the teacher works with the rest of the class in the classroom. This will apply for all lessons except some practical subjects and those lessons where a staff member may be absent.

This approach will commence from Wednesday (18 November) to allow staff some time to prepare and it should be noted that this does require additional work on behalf of the teachers. Students will be registered alongside their class but will still be required to complete work somewhat independently as the teacher will need to be available to respond to students in person in the classroom. We will review how this goes this week and update Year 9 families if there are any changes required.

We very much appreciate your ongoing support during these unprecedented times and look forward to welcoming those students back on **Monday 30 November** (their self-isolation finishes at the end of Thursday 26 November but Friday 27 November is an INSET Day for the whole school).

Yours faithfully,



**Ms Jo Meloni**  
Headteacher

**Enclosed: Advice from Government Guidance for Parents**

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## Advice for families

### What do I need to do if my child is unwell?

#### As a parent you must:

- **Not send your child to school if they, or someone else in your household has, or is showing any symptoms of, COVID-19** (a new continuous cough, a high temperature, or a loss of, or change in, their normal sense of taste or smell). If this is the case you must notify the school immediately.
- Collect your child from school if they become unwell during the school day with any symptoms of COVID-19. If this is the case, parents will be contacted immediately.
- Ensure your child self-isolates if they develop the symptoms outlined above, in line with the government guidance which can be found here: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>.
- Book a test if your child is displaying symptoms, within three days of these symptoms appearing. Anyone can get a coronavirus test, whatever their age. A test is not required if you are not showing symptoms.
- Your child should not attend School while awaiting the results of a test.
- Inform the school immediately of the results of a test – positive or negative.
- If this test (taken because your child has symptoms) is positive, you should follow the guidance above and must ensure your child continues to self-isolate for at least 10 days from the onset of symptoms and that they return to school only if symptoms other than a cough or loss of sense of smell/taste have gone. This is because these symptoms can last for several weeks once the infection has gone. The 10-day period starts from the day when your child first became ill. If your child still has a high temperature at the end of the 10-day period, you should ensure that they continue to self-isolate until their temperature returns to normal. Other members of your household should self-isolate in line with the guidance.
- If your child has displayed symptoms but tests negative, they can usually return to school and household members can end their self-isolation but please note that this will be subject to confirmation from local health protection professionals with whom we will liaise. If your child tests negative but is unwell, they should not return to school until they have recovered.
- If your child tests positive you must engage with the NHS Test and Trace process and provide details of anyone your child has been in close contact with.

#### You may find the following government guidance helpful:

- <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/what-your-test-result-means/>

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- <https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>
- <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>

### **What will happen when there are any confirmed cases at school?**

In the event of any confirmed cases amongst the school community, we will contact our local health protection team and follow their advice and guidance, as we have done with this incident.

If advised to do so, we will send home students who have been in close contact with anyone 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 is defined in the following way:**

- direct close contacts - face to face contact with an infected person 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.

If your child is sent home because they have been identified as a close contact, as outlined above, other members of your household do not need to self-isolate themselves unless your child subsequently develops symptoms.

If your child develops symptoms themselves within their 14-day isolation period you should follow the guidance above for households with possible or confirmed coronavirus (COVID-19) infection. You should make sure that your child gets a test. If the test delivers a negative result, your child must still remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus within the remaining days.

If the test result is positive, you must inform the school immediately, and must ensure that your child self-isolates 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).

If the test is positive, your child is then a confirmed case and the appropriate guidance must be followed. This will mean that other members of your household should self-isolate for at least 14 days from when your child's symptoms first appeared.

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**PHE South East Health Protection Team:  
Managing Suspected and Confirmed COVID-19 cases in Childcare and Educational Settings**

Version 4.1 Date 23/9/2020

**\*\*Prevent the spread of infection by maintaining high standards of hygiene, including hand washing and regular cleaning and disinfection of surfaces.\*\***

- To notify of 2+ confirmed cases or for advice about a potential outbreak situation, call **Thames Valley Health Protection Team (HPT) on 03442253861, Option 4** (08449670083 out of hours). If the matter is not urgent you can email [TVPHE@phe.gov.uk](mailto:TVPHE@phe.gov.uk)
- For general queries about COVID-19 in educational settings, or to notify of a single confirmed case, contact the **DfE Helpline on 0800 046 8687** (option 1 for confirmed cases). The line is open Monday-Friday 8am-6pm and Saturday-Sunday 10am-4pm.
- For detailed COVID-19 guidance for educational settings, see [www.gov.uk/coronavirus/education-and-childcare](http://www.gov.uk/coronavirus/education-and-childcare)
- To book a coronavirus test, see [www.nhs.uk/ask-for-a-coronavirus-test](http://www.nhs.uk/ask-for-a-coronavirus-test) (call 119 if you don't have internet access)

