



**Head Teacher: Mr D A Hodgson**

11 September 2020

Dear Parent/Carer

### **Parent Communication on the updated Covid19 Procedure**

Here is the updated school's procedure for dealing with a suspected or actual Covid19 case in the school community, based on the latest guidance from Public Health (9<sup>th</sup> September 2020).

### **What to do if someone in your household has symptoms**

People showing the symptoms of Covid19 (a new, continuous cough and/or a high temperature and/or has a loss of, or change in, their normal sense of taste or smell) **should not come to school** and should immediately self-isolate.

**Please inform the school immediately if there is case in your household.**

If you or a member of your household have any of the symptoms follow the Governments' official guidance - '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)'. This says self-isolate for **10 days** and arrange to have a test to see if they have coronavirus (COVID-19). To do this visit the [NHS website](#) or call **NHS 111**.

( <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/> )

All the instructions on how to book a test are available there.

Other members of their household should self-isolate for **14 days** from when the symptomatic person first had symptoms until the test result is known.

### **What we might ask you when you contact the school**

This is the information we need if you get in touch with us regarding a potential case in your household, to help manage the safety of the community:

- contact details so we can get back to you if required
- what year group and class or tutor form the pupil is in
- when the individual(s) became unwell
- what symptoms are they displaying
- has a test been undertaken and if so what was the result
- can you share any message from 'Track and Trace' or Public Health

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- when was the pupil(s) concerned last present in the school
- any other siblings in other local schools
- anyone else from school they have had close contact (outside of school)
- what actions are you are going to take (contact NHS111 / Book Test / Speak to GP / other)

Information provided on individual cases is not made public but may be shared with the Public Health team to enable them to respond effectively to any outbreak.

### **Test Results**

Parents should inform the school immediately of the results of any test.

- If the test result is **Negative** (no Covid19 identified)
- Where the person has no symptoms and feel well, they should return to school. The rest of the household no longer need to self-isolate.
- Where the test result is **Positive** (the person has Covid19).
- That person and their household should stay in self-isolation for ten days for the symptomatic person, 14 days for the rest of the household.

The School, in consultation with Public Health will decide if other pupils or staff need to go into self-isolation as a result of a positive result. We will inform all parents and staff where we have had a positive case.

### **NHS Track and Trace**

If you receive a text or email from NHS Track and Trace, you need to follow those instructions. Can you please inform the school and share a copy.

Since the start of this national emergency back in March, the support of this school community has been vital to keeping our school as safe as possible. Please continue to follow the national guidance on Covid19 and help keep all our community safe.

Yours faithfully

Mr Hodgson  
**Head Teacher**

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