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24<sup>th</sup> September 2020

Dear Parent(s)/Carer(s)

## **Re. School action in the event of a positive COVID-19 case (24<sup>th</sup> September 2020)**

I am writing to inform you about what the school will do when we are informed that either a pupil or member of staff has tested positive for COVID-19.

You will be aware that the number of COVID-19 cases is increasing nationally and we are beginning to be made aware of positive tests from members of our school community. We have been advised by Public Health England that there has been confirmed cases of one member of staff and one pupil within the school testing positive for COVID-19.

We know that you may find this concerning but we are continuing to monitor the situation and are working closely with Public Health England. Please be reassured that for most people, coronavirus (COVID-19) will be a mild illness.

The school remains open and your child should continue to attend as normal if they remain well (please see previous letter with COVID flowchart on what to do if your child shows symptoms).

When the school is made aware of a positive case the following action will be taken:

- Identify the time when people who have tested positive for COVID-19 are infectious to others (the infectious period) which is from 2 days before their onset of symptoms to 10 days afterwards (or from 2 days prior to the date of their test to 10 days afterwards if they have had no symptoms)
- Identify individuals who have been in 'close contact' (see below) with them during this time and advise any such individuals to self-isolate for 14 days
- Close contact is defined as:
  - a person who has had face-to-face contact (within one metre), with someone who has tested positive for COVID-19, including:
    - being coughed on
    - having a face-to-face conversation within one metre
    - having skin-to-skin physical contact, or
    - contact within one metre for one minute or longer without face-to-face contact
  - a person who has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes
- We will identify possible close contacts by checking timetables and seating plans, checking friendship groups and checking other activities during school hours.

We know that children have already missed a lot of teaching time this year and understand that it is important to find the balance between identifying everyone who may be at a genuine risk of developing infection while not asking children, students and staff to self-isolate unnecessarily. The default response is not to ask a whole year-group bubble to self-isolate, although this is a course of action that cannot be ruled out.

I continue to be very impressed with the response from staff and pupils to the major adjustments we have had to make to how our school operates. The plans we have put in place have been complemented in communications we have had with both the Department for Education and the Health and Safety Executive. We will continue to review and adapt our plans as necessary.

Thank you for your continued support.

Best wishes.



Jeremy Scott  
**Headteacher**