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8<sup>th</sup> September 2020

Dear Parent/Carer

**PLEASE READ - IMPORTANT INFORMATION REGARDING POTENTIAL CONFIRMED CASES OF COVID IN SCHOOL**

We have today received further guidance from the local authority regarding what we will need to do in the event of a confirmed case of COVID in school (*please note, at this moment in time we have NOT received any confirmed cases*).

If we receive confirmation of a positive COVID test of a pupil or member of school staff who has been in direct contact with your child, we are required to send the whole of that year group 'bubble', including the staff member(s) home to self-isolate for 14 days.

If your child needs to be sent home, you will be contacted by us by email or telephone to collect them as soon as possible. Only one person may attend school to collect the child and this may mean queueing outside of school, keeping a 2 metre distance from others. Parents will not be able to enter the school building and must wait outside of the main reception doors.

Work for your child to complete at home will be provided on line the day following them being sent home. If you require a paper copy of this, parents should email the school office as soon as possible and arrangements will be made for you to collect this.

Any children who are eligible to free school meals may have a cold packed lunch provided for them on days they are absent from school, if COVID related. Please inform the school office by email by 9.30am on the first full day of absence and let us know how many days you will require a lunch for.

**Who will need to self-isolate following notification of a CONFIRMED case?**

Direct and close contacts of the case during the 48 hours prior to the child or staff member falling ill (or testing positive if asymptomatic). This will be the classmates and teacher of that class. The social distancing measures put in place by educational settings outside the classroom should reduce the number of other direct/close contacts. Please note that this applied only to confirmed cases.

Staff and pupils who fall into this group will be excluded from school and advised to self-isolate for 14 days starting from the day they were last in contact with the case. For example, if the case tests positive on Thursday and was last in school on the previous Monday the first day of the 14-day period is on the Monday. Household members of contacts do not need to self-isolate unless the contact develops symptoms.

If we become aware of a positive test of a pupil or staff through a route other than the Test & Trace service, we are required to inform both the Local Authority and the PHE Health Protection Team.

If your child has siblings in school, they will still be required to attend daily, unless they start to show symptoms of COVID, in which case they should refrain from school and be tested.

Yours sincerely

Miss P J Malcolm, Headteacher

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