

Information and Guidance to Parents on managing COVID-19 in our School setting

It is wonderful to have our students back with us in school and we are delighted to see that our attendance figures are so high. Students have returned to us in a positive manner and have settled in to new routines and a very different school day extremely well.

As delighted as we are about this, it is important that we make clear the key public health messages relating to attending school that we must all adhere to for the safety of everyone in our community. This has recently been updated by Public Health England (PHE). We also want to explain to you what will happen if a student or member of staff returns a positive test for COVID-19.

When students should not attend school

It is vitally important that in the following circumstances students **do not attend school**;

- if a student is displaying symptoms of COVID -19
- if a member of the student's household is displaying symptoms of COVID -19
- if a student is a contact of someone who has a confirmed or suspected case of COVID-19

A quick reference guide for COVID related absence

What to do if ..	Action needed	Return to school when
1. Your child has COVID symptoms	<ul style="list-style-type: none"> • They must not attend school and should self-isolate for 10 days • Contact school to inform us • Discuss a date for earliest possible return (minimum of 10 days) • All other members of the Household should stay at home for 14 days (this includes anyone in your 'Support Bubble'). • Please see here for PHE 'Stay at Home' Guidance: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection 	...the test comes back negative or a period of 10 days has passed since the symptoms started, and your child feels well again.
a) Your child tests positive	<ul style="list-style-type: none"> • They must remain at home for at least 10 days from the start of their symptoms • Contact school to inform us • Discuss a date for earliest possible return (minimum of 10 days) • All members of the household must remain at home for 14 days (this includes anyone in your 'Support Bubble'.) 	...10 days have passed since symptoms began, even if they have a cough or loss of taste/smell, (these symptoms can last several weeks). AND the child feels well.
b) Your child tests negative	<ul style="list-style-type: none"> • Contact school to inform us • Discuss when your child can come back (same day/next day) 	...the test comes back negative and they are well with no symptoms. (If they feel unwell, they could have another virus and they should stay at home until they feel better to avoid contact with others).
2. Someone in your household has COVID symptoms	<ul style="list-style-type: none"> • Your child and the rest of the household must remain at home for 14 days and self-isolate (this includes anyone in your 'Support Bubble'). The 14 days period starts from the day when the first person in the house became ill. • Contact school to inform us • Discuss a date for earliest possible return (minimum of 14 days) • The household member should get tested 	...the test comes back negative

<p>a) If they test positive</p>	<ul style="list-style-type: none"> The household member should remain at home for at least 10 days from the start of their symptoms and everyone else in the household must remain at home for 14 days Contact school to inform us Discuss a date for earliest possible return (minimum of 14 days) 	<p>...Your child has completed 14 days of self-isolation.</p>
<p>b) If they test negative</p>	<ul style="list-style-type: none"> The household member can stop self-isolating if they feel well Other members of the Household can stop self-isolating if they feel well and do not have COVID symptoms Contact school to inform us Discuss when your child can come back (same day/next day) 	<p>...The test comes back negative; your child feels well and does not have COVID symptoms.</p>
<p>3. Your child is notified they are a contact of someone who has tested positive</p>	<ul style="list-style-type: none"> Your child must remain at home for 14 days and self-isolate. Other members of the household can continue normal activities provided your child does not develop symptoms within the 14-day self-isolation period. Contact school to inform us Discuss a date for earliest possible return (minimum of 14 days) See the link to: Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person 	<p>...Your child has completed 14 days of self-isolation and your child feels well and does not have COVID symptoms.</p>
<p>4. Your child was notified as a contact and develops COVID symptoms during the 14-day isolation</p>	<ul style="list-style-type: none"> They must not attend school and should self-isolate for 10 days from the date when their symptoms appeared. Contact school to inform us Discuss a date for earliest possible return (minimum of 10 days) All other members of the Household should stay at home for 14 days (this includes anyone in your 'Support Bubble') 	<p>...10 days have passed since symptoms began, even if they have a cough or loss of taste/smell, (these symptoms can last several weeks). AND your child feels well.</p>
<p>5. NHS test and trace has identified a household member (other than your child) as a close contact of a confirmed case</p>	<ul style="list-style-type: none"> The household member who is the named contact should stay at home for 14 days. Your child and other members of the household do not have to self-isolate If the contact in the household develops symptoms during the 14 days then the whole household must self-isolate for 14 days (the person with symptoms for at least 10) 	<p>...your child can continue to attend school</p>
<p>6. You are unable to get a test for your child or someone in your household who has symptoms</p>	<ul style="list-style-type: none"> If you or those in your household are unable to get a test in the first 5 days of having symptoms, you must all stay at home and self-isolate for 14 days including anyone in your support bubble Contact school and inform us. 	<p>...Your child has completed 14 days of self-isolation and your child feels well and does not have COVID symptoms.</p>

The main symptoms of COVID-19 are:

<p>New continuous cough and/or</p>	<p>Fever (temperature of 37.8°C or higher)</p>	<p>Loss of or change in, normal sense of taste or smell</p>
---	---	--

Most people with coronavirus have at least 1 of these symptoms.

For most people, coronavirus (COVID-19) will be a mild illness.

If your child or anyone in the household does develop symptoms, you can seek advice from NHS 111 at <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/> or by phoning 111.

How to arrange a test

- You should arrange a **test** via <https://www.nhs.uk/ask-for-a-coronavirus-test> or by calling 119 if you do not have internet access

Who to notify if your child will be absent from school

If you are contacting school about an absence, including a COVID related absence please ring the main school switchboard 0114 2302536 until you get the pre- recorded message, then press;

1 – to report an absence for years 7-11

2 - to report an absence for years 12-13 (6th Form)

If the absence is not related to COVID then leave a message as normal.

If you are reporting an absence that is COVID related then leave a message and your contact details if we are unable to take your call. Your call will be returned as soon as possible as we will need to take some information from you.

Please update us with any new information when you get it.

Information you need to provide for COVID related absences

If your child's absence is related to COVID then we have been informed by PHE that we need to gather additional information from you. This will include for students who;

- are ill with COVID symptoms
- live with someone in their household who has COVID symptoms
- are the contact of a confirmed case

We must provide information daily, for the Department of Education and Public Health including, our attendance figures and information about the number of students who have tested positive for COVID. For this reason, when you now ring in an absence we will need more information from you that we are required to gather. You will be asked about what the symptoms are, when they started and whether your child has had a test.

Privacy Notice: We are collecting this information for the purposes of sharing with the UK Government's Track and Trace Programme as required. We will retain this information for the duration of the current academic year.

What happens if your child develops COVID-19 like symptoms during the school day

- If your child becomes ill with COVID type symptoms during the school day they must go to **main reception** where we have a room available to isolate and assess them. This includes those with a **new continuous cough, a high temperature or a loss of or change in their normal sense of taste or smell.**
- Students who feel ill with other symptoms during the day (non COVID related), should report to student reception/medical room as normal.

- If your child is ill with COVID symptoms, they will be assessed by the reception staff. They will be asked some detailed questions as required by PHE. This will include what symptoms they have and when they started.
- If they appear to have COVID symptoms, you will be contacted and your child will need to go home as soon as possible. **Any siblings in school will need to do the same.** The whole household will need to self-isolate for 14 days.

Information about infectious periods, self-isolation and the definition of a contact

We know that students have already missed a lot of teaching time this year and understand that it is important to find the right balance between identifying everyone who may be at genuine risk of developing infection while not asking people to self-isolate unnecessarily.

The time between exposure to the virus and developing symptoms is between 1 and 14 days (median 5 days).

A person is thought to be infectious 48 hours before symptoms appear, and up to 10 days after they start displaying symptoms. If someone without symptoms tests positive then it is from 48 hours before the positive test till 10 days after the test result.

A 'contact' is a person who has been close to someone who has tested positive for COVID-19 anytime from 2 days before the person was symptomatic (or 2 days before a test if no symptoms) up to 10 days from onset of symptoms. This is when they are infectious to others.

For example, a contact can be:

- people who spend significant time in the same household as a person who has tested positive for COVID-19
- sexual partners
- 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
- a person who has travelled in a small vehicle with someone who has tested positive for COVID-19 or in a large vehicle or plane near someone who has tested positive for COVID-19

More guidance on contacts is available at:

<https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person>

Those who are self-isolating should not go to work, school or public areas and exercise should be taken within the home. If you require help with buying groceries, other shopping or picking up medication, or walking a dog, you should ask friends or family. Alternatively, you can order your shopping online and medication by phone or online.

What School is required to do if a student or member of staff tests positive for COVID

If there is a confirmed case in school we are required by Public Health England to notify them.

Following this, we are contacted by a contact tracer who may be based either in NHS Test and Trace or the local Health Protection Team.

We will be informed by the contact tracer about what next steps we must take. In the case of a student this will include identifying those who have been in direct, prolonged contact with the confirmed case, such as;

- All those who they have had face to face contact which is under 1 metre.
- All those who were within 2 metres for 15 mins. This will include those who have sat within this range to the student in class and during lunch.
- Those who were in close contact during travel to school for example on the bus or in a car.
- Friendship groups within school.

School is informed by the contact tracer who should self- isolate and those who it affects will receive an individual letter informing them they must self- isolate for 14 days.

We are reporting information daily to the Department for Education and Public Health which includes our Attendance levels and sickness absence rates for both students and staff. This information is being closely monitored by us. **If we become aware of 2 confirmed cases (they have tested positive) or there is a high reported absence from school which is suspected to be COVID-19 related**, we must notify the Yorkshire and Humber Health Protection Team and the Local Authority. They will work with us to protect staff and students. This will include undertaking a risk assessment with the headteacher to identify direct or close contacts in the school who will need to self-isolate at home for 14 days. This is likely to be the class/bubble in most cases.

We are not permitted to send a bubble home unless we have been advised by the Health Protection Team.

What to do if your child is at home self- isolating or ill with COVID

- If your child is ill then we would not expect them to be completing work, they should rest and recuperate.
- If your child is at home and otherwise well their Head of Year will contact their teachers to alert them of their absence and to arrange work for them