Information and Guidance to Parents on managing COVID-19 in our School setting
Updated 8th March 2021

It is wonderful to have our students back with us in school once more.

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).

When students <u>should not attend</u> 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

The main symptoms of COVID-19 are:

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

Most people with coronavirus have at least 1 of these symptoms. **For most people, coronavirus (COVID-19) will be a mild illness.**

When students <u>should be cautious about attending</u> school

There are several other 'non- typical' symptoms linked with COVID-19. These other symptoms may have another cause and are not on their own a reason to have a COVID-19 test. If you are concerned about your child symptoms, seek medical advice. More information on symptoms is available on NHS online:
https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/

It is recommended that students who have experienced fever, vomiting or diarrhoea should stay at home for 48 hours after it has stopped.

A quick reference guide for COVID related absence

What to do if ..	Action needed	Return to school when ….
1. **Your child has COVID symptoms**	- They **must not attend school** and should self-isolate for the day that symptoms started and the next **10** full days; - Contact school to inform us - Discuss a date for earliest possible return (minimum of 10 days after the day that symptoms started) - All other members of the Household should stay at home for **10 days** (this includes anyone in your 'Support Bubble'). This applies even if they are tested themselves and are negative for COVID 19. **arrange to have a PCR test** to see if they have coronavirus (COVID-19).	…the test comes back negative or a period of 10 days has passed since the day after symptoms started, and your child feels well again. …….. no-one else in the household has symptoms or has tested positive for COVID-19
a) **Your child tests positive**	- They must remain at home for at least **10 days** from the day after their symptoms started - Contact school to inform us - Discuss a date for earliest possible return (minimum of 10 days from the day after their symptoms started)	…10 days have passed since the day after symptoms began, even if they have a cough or loss of taste/smell, (these symptoms can last several weeks). **AND** the child feels well.

		• All members of the household must remain at home for **10 full days from the day after symptoms started** (this includes anyone in your 'Support Bubble'.) This applies even if they are tested themselves and are negative for COVID 19.	
b)	**Your child tests negative**	• 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). ….. no-one else in the household has symptoms or has tested positive for COVID-19 …… they have not been advised to self-isolate by NHS Test and Trace …… they have not arrived into the UK from a non-exempt country within the last 10 days.
2.	**Someone in your household has COVID symptoms**	• Your child and the rest of the household must remain at home for **10 days** and self-isolate (this includes anyone in your 'Support Bubble'). The 10-day period starts from the day after the first person in the house became ill. • Contact school to inform us • Discuss a date for earliest possible return (minimum of 10 days after the day that symptoms started) • The household member should get a PCR test	…the test comes back negative …. no-one else in the household has symptoms or has tested positive for COVID-19
a)	**If they test positive**	• The household member should remain at home for **at least 10 days** from the day after the start of their symptoms and everyone else in the household must do the same. This applies even if your child or other household members are tested themselves and are negative for COVID 19. • Contact school to inform us • Discuss a date for earliest possible return (minimum of 10 days after the day that symptoms started)	…Your child has completed 10 full days of self-isolation.
b)	**If they test negative**	• 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)	…The test comes back negative; your child feels well and does not have COVID symptoms. …. no-one else in the household has symptoms or has tested positive for COVID-19
3.	**Your child is notified they are a contact of someone who has tested positive**	• Your child must remain at home for **10 days from the day after contact with the individual who tested positive** and self-isolate. The isolation period includes the day they last had contact with the case and the next 10 full days. This applies even if they are tested themselves and are negative for COVID 19. • Other members of the household can continue normal activities provided your child does not develop symptoms within the 10-day self-isolation period. • Contact school to inform us	…Your child has completed 10 full days of self-isolation and your child feels well and does not have COVID symptoms.

	• Discuss a date for earliest possible return (minimum of 10 days from the day after contact with the individual who tested positive) • 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		
4.	**Your child was notified as a contact and develops COVID symptoms during the 10-day isolation**	• They **must not attend school** and should self-isolate for **10 days** from the day after their symptoms appeared. This applies even if they are tested themselves and are negative for COVID 19. • Contact school to inform us • Discuss a date for earliest possible return (minimum of 10 days from the day after symptoms started) • Arrange for a PCR test • All other members of the Household should stay at home for **10 days from the day after your child developed symptoms (**this includes anyone in your 'Support Bubble'). This applies even if they are tested themselves and are negative for COVID 19.	…10 days have passed since the day after symptoms began, even if they have a cough or loss of taste/smell, (these symptoms can last several weeks). **AND** your child feels well.
5.	**NHS test and trace has identified a household member (other than your child) as a close contact of a confirmed case**	• The household member who is the named contact should stay at home for 10 days. This applies even if they are tested themselves and are negative for COVID 19. • **Your child and other members of the household do not have to self-isolate** • If the contact in the household develops symptoms during the 10 days then the whole household must self- isolate for 10 days. This applies even if they are tested themselves and are negative for COVID 19. They should also arrange to have a PCR test.	…your child can continue to attend school
6.	**You are unable to get a test for your child or someone in your household who has symptoms**	• 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 10 full days after symptoms began** including anyone in your support bubble	……Your child has completed 10 days of self-isolation and your child feels well and does not have COVID symptoms.

The Isolation period

Those with symptoms and their household should self- isolate at home for 10 days. The isolation period includes the day the symptoms started (or the day the test was taken if there are no symptoms), and the next 10 full days. This means that if, for example, the symptoms started at any time on the 15th of the month (or if you did not have symptoms but your first positive COVID-19 test was taken on the 15th), the isolation period ends at 23:59 hrs on the 25th.

Information on Testing

Two types of test are currently being used to detect if someone has COVID-19:
• **PCR**- Polymerase Chain Reaction tests. PCR tests are the most reliable COVID-19 tests. It takes some time to get the results because they are usually processed in a laboratory. **They should be used when someone has symptoms.**

•**LFD** Lateral Flow Device Tests. They are simple and quick and are what is being used in schools. LFD tests are mainly used in people who do not have symptoms of COVID-19. **They should not be used when someone has COVID-19 symptoms.**

What to do if …	Action needed
1. **Your child has COVID symptoms**	• Anyone with COVID-19 symptoms should be tested with a PCR test (not a rapid LFD test). • Testing can be arranged at https://www.gov.uk/get-coronavirus-test or by calling 119 if you have no internet access.
2. **My child has tested positive with an LFD test <u>in school</u>**	• If a student has a positive LFD test in school, this **does not need to be confirmed with a PCR test.** • The student and members of their household should begin the 10-day isolation period. • Even if a PCR test is taken and it was negative, they would still have to isolate. This is because symptoms can develop anytime during the 10 day period.
3. **My child has tested positive with an LFD test <u>at home</u>**	• If a student has a positive LFD test at home then everyone should start isolating **and they should book a PCR test.** • Inform school about the results of the test using the online form -this can be found on the school website • In addition contact school to inform us they will be absent as you normally would by ringing reception • **Anyone who has a positive LFD test which was done at home will also need to arrange a lab-based PCR test to confirm the result.** **The PCR test is positive** • If this is also positive, your child should **continue isolating**. **The PCR test is negative** • If it is negative, your child can **stop isolating.**

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 <u>during the school day</u>

- If your child becomes ill with COVID type symptoms during the school day they must go to **student reception (medical room).**
- They will be assessed by staff and 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, they will be escorted to an isolation room, you will be contacted and your child will need to go home as soon as possible. **<u>Any siblings in school will need to do the same</u>**. The whole household will need to self- isolate for 10 full days.
- Ideally students should be collected by parents/carers and travel home on private **<u>not</u>** public transport.

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 whilst not asking people to self- isolate unnecessarily.

The time between exposure to the virus and developing symptoms is between 1 and 10 days with the average time being around 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.

Please note 2 days is counted from the morning of the 2 days before the date of onset of symptoms and not 48 hours from the time of onset of symptoms. For example, a person who developed symptoms at 2pm on the 15th March would be asked to identify contacts from the morning of 13th March.

Definition of a contact as of 1 March 2021

A contact is a person who has been close to someone who has tested positive for COVID-19. You can be a contact any time from 2 days before the person who tested positive developed their symptoms (or, if they did not have any symptoms, from 2 days before the date their positive test was taken), and up to 10 days after, as this is when they can pass the infection on to others. A risk assessment may be undertaken to determine this, but a contact can be:

- anyone who lives in the same household as another person who has COVID-19 symptoms or has tested positive for COVID-19
- anyone who has had any of the following types of contact with someone who has tested positive for COVID-19:

  - ➢ face-to-face contact including being coughed on or having a face-to-face conversation within one metre

- been within one metre for one minute or longer without face-to-face contact
- been within 2 metres of someone for more than 15 minutes (on one occasion, or added up together over one day)
- travelled in the same vehicle or a plane

An interaction through a Perspex (or equivalent) screen with someone who has tested positive for COVID-19 is not usually considered to be a contact, as long as there has been no other contact such as those in the list above.

Full guidance for contacts can be found in the national guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person.

Stay at home guidance
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. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance

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 the Local Authority and Department for Education.

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 (on one occasion or added up together over one day). 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 10 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 or more confirmed cases in a 14-day period (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 10 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 they should;

- Join their form time on Teams at 9am at the start of each day.
- Follow their usual timetable of subjects for the day (the lessons that they would be attending if they were in school)
- Work for each of those lessons will be available on their Teams group for each of their subjects.
- Go into the Teams group for their subject at the start of each lesson to access the resources. They will be able to join part of the lesson live so that the teacher can give instructions for the work.