

Dear Parent / Guardian

We are delighted with the success of the first full week of school and our new way of working.

Our students have adapted excellently and are becoming familiar with their new routines and the expectations within the school. Our staff have faced this new culture with their usual positive “can do” attitude and we are overcoming any teething problems we have encountered.

I would like to thank you for your continued support whilst we navigate these unprecedented times. The health and safety of our students and staff is our top priority. Everyone is working together to ensure the best possible experience for our students.

In line with the rise of cases nationally, it is unfortunate that we **may** have to deal with a positive COVID case in our school **in the future**. We want to assure you that we have a clear process to deal with this situation and below are the steps we will follow:

- Step 1 – If we have a child who is showing COVID 19 symptoms, they would be isolated away from other children whilst we wait for you to collect them. The parent/carer will be advised to request a test for their child and to inform the Academy of the result. If the child tests negative, they can return to the academy unless they still feel unwell or are told to isolate by NHS Track and Trace.
- Step 2 – If we have a member of staff who is showing symptoms, they will be sent home and asked to request a test. If we have a member of staff who has received a negative test, they will return to the Academy unless they still feel unwell or are told to isolate by NHS Track and Trace.
- Step 3 – If a member of staff or child receives a positive test result, they will need to report this to the Academy and will be contacted by NHS Trace and Trace with further advice. The Academy will also report this to Public Health England and the Local Authority and take advice from them.
- Step 4 – Whilst waiting for a response from Public Health England and the Local Authority COVID response team, we would assess the individual situation. This may require we ask staff or children to self-isolate.
- Step 5 – Public Health England and the Local Authority will work with us to assess any risks and instruct us on what actions we need to take. These actions will be communicated to affected individuals in line with PHE advice.

It is really important that the safety controls in our Risk Assessment are followed by both staff and students. In response to the guidance issued by the Department for Education, please can I request that parents only enter the school building if you have an appointment and are wearing a face covering.

Yours Sincerely

Ms K Dixon
Principal