

17th September 2020

Dear parent/carer,

RE: Confirmed case of coronavirus (COVID-19) in school

I am writing to inform you that one of our Year 11 students has tested positive for coronavirus (COVID-19).

The individual has not been in school since they developed symptoms and has been self-isolating at home, as per government advice. They have since accessed a test and have tested positive.

The individual's close contacts have been identified. Close contacts are:

- Those who have been in face-to-face contact with the individual within one metre, including being coughed or sneezed on and skin-to-skin contact.
- Those who have been in extended close contact (i.e. more than 15 minutes) with the individual within two metres.
- Those who have travelled in a small vehicle (e.g. a car) with the individual.

Following advice from the DfE's dedicated NHS advice team, 20 students and 1 staff member identified as close contacts of the individual have been sent home and advised to self-isolate for 14 days. You will have been contacted directly if your child needs to self-isolate – if you have not been contacted, you do not need to take any action at this point. If your child is in the affected group, they will not be penalised for non-attendance and remote education will be provided throughout the period they are at home. The other members of your household are not required to self-isolate unless your child subsequently develops symptoms. If your child develops symptoms, they will need to self-isolate for 10 days from the day their symptoms began, and the other members of your household for 14 days from this day.

All staff and students will be able to access a test if they begin to display symptoms of coronavirus.

The most common symptoms of coronavirus (COVID-19) are recent onset of:

- new continuous cough and/or
- high temperature
- a loss of, or change in, normal sense of taste or smell.

If your child develops symptoms, I strongly advise that you access a test for them. You can arrange a test on the NHS website: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/>.

The school contacted the Department for Education's dedicated NHS advice team, which conducted a rapid investigation and advised us on what further actions to take. This may include more students and staff being sent home to self-isolate. You will be kept fully informed of any developments.

It is important that students, staff and the wider school community remain vigilant and continue to uphold the various safety protocols in place both within school but also when out in the wider community - applying social distancing measures, good hand hygiene and avoiding social situations remain essential measures for protecting yourselves and others.

I would ask families to inform us as soon as possible if they are contacted via track and trace in relation to activities taking place outside of the school.

Finally I would like to reassure you that we take any suspected and confirmed cases of coronavirus very seriously. As soon as the individual developed symptoms, they were immediately sent home and a deep clean of any areas they were in was carried out. The whole school has since been deep cleaned.

I understand that you may find this news worrying, so please get in touch with your child's Head of House should you wish to discuss any concerns.

I am sure you will all join me in wishing the individual a safe recovery.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Mike Smith', with a stylized flourish at the end.

Mike Smith

Head teacher