

18<sup>th</sup> September 2020

Dear Parents and Carers,

Thank you for all your help and support over the last couple of weeks in getting your sons and daughters use to all the new routines. There have been lots of changes to our drop off and pick up arrangements and I am very grateful for the way in which you have supported this. It has been great having the students back and we have been delighted to have averaged over 93% attendance in school so far this term. I would like to say a particular welcome to students and families who have started at The Park including all of our students in Y7. We are delighted that you have joined The Park School community.

Unfortunately, a key area of focus at this time is coronavirus and ensuring that we are doing all that we can to keep our school community safe. In addition to this, it is important that we are ready to respond in the event of a positive case of COVID-19 in our school community. I have outlined a few headlines below that I hope you will find useful.

### **What should I do if my child has symptoms?**

If your son or daughter has symptoms of COVID-19 however mild, they must self-isolate for at least 10 days from when the symptoms started. You should arrange to have a test to see if they have COVID-19 – go to testing to arrange a test. Do not go to a GP surgery, pharmacy or hospital. Students must stay off school until the test results have come back and are negative.

The symptoms are:

- A temperature
- A new persistent cough
- A loss of taste or smell

### **What happens if my child is unwell in school?**

If a student in school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell, parents will be phoned and they will be sent home. Whilst they are waiting to go home they would go to the medical room, as they would for any illness. Once home you are advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

### **What happens if your child tests positive for coronavirus?**

If your child tests positive for coronavirus, please contact the school office immediately by email **AND** by phone (01483772057) during office hours (8am – 4pm). Your child and all members of your family **must stay at home**. The school will immediately inform the Local Authority and Public Health England. The Test and Trace process will begin immediately and all students and staff who have had 'close contact' in school will be asked to self-isolate. This is likely to be all of the students in the class and staff members who have come into direct contact. It may be that students from the other class in the bubble will need to isolate too. Any child, or member of staff who needs to isolate will be informed immediately. In all cases we will be guided by the Local Authority and Public Health England.

### **What happens if a family member tests positive for Coronavirus?**

All members of your family must stay at home and self-isolate. It is unlikely that all of your child's classmates will need to self-isolate unless they have come into direct contact with the person who has tested positive.

### **What happens if a member of staff tests positive for coronavirus?**

The member of staff will stay at home and self-isolate. The school will immediately inform the Local Authority and Public Health England. Other staff members who have been in 'close contact' (less than 1m at any time or up to 2 metres for 15 minutes or more) will immediately be asked to self-isolate. Any students who have been in close contact with that member of staff will be informed and asked to self-isolate. All students and staff have received clear information about social distancing and systems have been put in place to reduce the amount of contacts.

### **How information will be communicated**

At no time will the school share the names of individuals who have been affected by coronavirus. Equally, we will never share information about those who have symptoms or those who are being tested.

In the event that there is a positive case of coronavirus within the school community, information will be shared with parents in line with advice given by Public Health England. We are committed to keeping you informed as best we can.

### **Home Learning**

In the event that students are required to self-isolate, the school will provide on-line learning via the website and then in the future via Google Classroom. We have planned for this eventuality and will endeavour to continue with the learning that has been taking place in class as closely as possible. You will be provided with the necessary log-ins and information in due course and as required.

It is important that we have these protocols in place in the event that they are needed. Despite this challenging situation, we are committed to maintaining a calm and happy atmosphere in school.

### **A few other important reminders**

- **Dropping off and collecting** – please stay in your car and students will be brought to you
- **Packed lunches** – If you are providing your child with a packed lunch please try to make this as healthy as you can. Sweets and fizzy drinks are not allowed in school. Chocolate or crisps may be given occasionally as a treat as part of a balanced diet. See our website for further guidance:
- **Breakfast bag and tuck** – we now provide breakfast bags at a £1 each and tuck (run by our KS4 students in their ASDAN lessons) at 40p per item.
- **Reporting your child's absence** – If your child is absent from school for any reason, it is important that you contact the school office before 8.30am (by phone or email)
- **Attendance** – It a statutory duty for students to attend school. **Holidays during term time are not authorised.**
- **Face Masks** - As a school and in the interests of everyone's safety, we are asking parents and visitors to wear face coverings when coming onto the school site. Students and staff can wear a mask if they would like to but it needs to be a clean mask every day and a clear plastic sealed bag needs to be brought in to school to be keep it in when it is not being worn.

We are just updating the school diary, planning the term ahead and planning how we will do parents evening and consultants. We will be able to share that information with you in the next few weeks.

Yours sincerely

Paul Walsh

### Coronavirus related absences quick reference guide for parents

What to do if...	Action needed	Return to school when...
...my child has coronavirus symptoms	<ul style="list-style-type: none"> <li>• Do not come to school</li> <li>• Contact school</li> <li>• Self-isolate</li> <li>• Get a test</li> <li>• Inform school immediately about test result</li> </ul>	...the test comes back negative.
...my child tests positive for coronavirus	<ul style="list-style-type: none"> <li>• Do not come to school</li> <li>• Contact school</li> <li>• Self-isolate for at least 10 days</li> <li>• Inform school immediately about test result</li> </ul>	...they feel better. They can return to school after 10 days even if they have a cough or loss of smell/taste. These symptoms can last for several weeks once the infection is gone.
...somebody in my household has coronavirus symptoms	<ul style="list-style-type: none"> <li>• Do not come to school</li> <li>• Contact school</li> <li>• Self-isolate</li> <li>• Household member to get a test</li> <li>• Inform school immediately about test result</li> </ul>	...the household member test is negative.
...somebody in my household has tested positive for coronavirus	<ul style="list-style-type: none"> <li>• Do not come to school</li> <li>• Contact school</li> <li>• Self-isolate for 14 days</li> </ul>	...the child has completed 14 days of self-isolation
... the school or NHS Test and Trace have identified my child as a 'close contact' of somebody with symptoms or confirmed coronavirus	<ul style="list-style-type: none"> <li>• Do not come to school</li> <li>• Contact school</li> <li>• Self-isolate for 14 days</li> </ul>	...the child has completed 14 days of self-isolation
...we have received medical advice that my child must resume shielding.	<ul style="list-style-type: none"> <li>• Do not come to school</li> <li>• Contact the school office</li> <li>• Shield until you are informed that restrictions are lifted and shielding is paused again</li> </ul>	...school inform you that restrictions have been lifted and your child can return to school again