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Dear Parents/Carers

This letter outlines the steps that will need to be taken should there be suspected or confirmed cases of Covid-19 in school. It is relevant to pupils, parents/carers and staff. It details what we must do in order to protect others and maintain full school opening.

What will happen if there are suspected or positive cases of Covid-19 in school?

We want all children and staff to be in school as much as possible, however, there may be occasions where a child or groups of children or adult(s) must stay away from school to prevent passing on infection to the rest of the school community.

Therefore, any pupil (or member of staff) with symptoms of coronavirus or living in a household with someone who has symptoms (or who has had a positive test result) **must not come to school.**

Your household would be expected to self-isolate (anyone who has symptoms should isolate for 10 days and members of their household for 14 days.) and take a test, which can be booked through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet.

Northfield Manor Academy will ask parents/carers to inform them immediately of the results of a test and then follow the government guidance below:

- 1. If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.*
- 2. If someone tests positive, they should follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.*

Should a child (or member of staff) test positive for coronavirus (COVID-19) Northfield Manor Academy has a duty to immediately contact the local health protection team.

Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-

isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

- *direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)*
- *proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual*
- *travelling in a small vehicle, like a car, with an infected person*

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating goes on to develop symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow the isolation guidance.

Northfield Manor will contact you immediately should your child have been in close contact with someone who has tested positive for coronavirus.

What happens if there is an outbreak of coronavirus in school?

If a school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak and must continue to work with their local health protection team who will advise if additional action is required.

In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure.

If your child develops coronavirus symptoms while at school:

Your child will be isolated from other pupils and supervised by a member of staff. You will be contacted to collect them as soon as possible.

Your child will be provided with appropriate work in line with their in-school peers which will be managed by the class teacher. They would be expected to complete this work at home if they are well enough.

Yours faithfully
Mrs Pennington

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