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**Mr R Vaughan – Chair of Governors**

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Our Ref: PWA/ECr

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Dear Parents/Carers,

Firstly, I wanted to thank you for your continued support in getting pupils back into school safely. It has been a real pleasure to welcome pupils back to the academy and I am very impressed with the way that they have conducted themselves in lessons and around the academy site.

I also wanted to thank you for continuing to follow public health guidelines and encouraging your child to do the same. I recognise that sometimes the guidance can be confusing, so I wanted to set out below what you and your son/daughter should do in a range of Covid-19 related situations.

Please check the guidance carefully. I recognise that you want your child to attend school as much as possible, however, it is important that the guidance is followed to ensure that your child and others are kept safe and also to avoid disruption to your child's education when it is safe to return to school.

This information is based on the most up to date guidance provided by Public Health England, which the school keeps under constant review. You should review this information in detail if you feel you might potentially have been exposed to coronavirus, directly or indirectly.

### 1. What to do if your child is displaying Covid-19 symptoms.

Situation	Action Needed	When can my child return to school?
Your child is <b>displaying symptoms</b> of COVID-19. <ul style="list-style-type: none"> <li>• <b>A high temperature (37.8 degrees or above).</b></li> <li>• <b>a new continuous cough (coughing a lot in an hour or 3 coughing episodes in 24 hours).</b></li> <li>• <b>loss or change to sense of smell or taste.</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Do not allow your child to attend school.</b></li> <li>• Contact school to inform us of your child's absence and to let us know of their symptoms.</li> <li>• Book a test for your child.</li> <li>• <b>Your child will not be able to attend school (even if they feel better) unless they receive a negative result.</b></li> <li>• Let school know about their test result as soon as you receive it. Others in your household should self-isolate for 14 days in the event of a positive test.</li> </ul>	Your child can only return if they receive a <b>negative test result.</b>  Once a negative test result is received, they can return immediately.

Your child has <b>COVID-19 symptoms</b> but has been <b>unable to get a test</b> .	<ul style="list-style-type: none"> <li>• <b>Do not allow your child to attend school.</b></li> <li>• Continue to update school about their situation.</li> <li>• Keep trying to get a test.</li> <li>• Others in your household should self-isolate for 14 days in the event of a positive test.</li> </ul>	Without a test, <b>your child can return safely 10 days after the start of symptoms</b> if they feel well enough, provided they do not still have a high temperature.
My child has <b>tested positive</b> for COVID-19.	<ul style="list-style-type: none"> <li>• <b>Do not allow your child to attend school.</b></li> <li>• Contact school urgently to inform us.</li> <li>• <b>Your child must self-isolate for 10 days</b>, and members of your household for 14 days from the onset of symptoms.</li> <li>• We will discuss with your child the people at school that they have had close contact with so that we can advise others, as necessary.</li> </ul>	<b>After 10 days from symptoms starting</b> , even if they still have a cough or loss of taste/smell, but not if they still have a high temperature. However, you should take medical advice if your child still feels unwell.

## 2. What to do if your child is generally unwell (not displaying Covid-19 symptoms).

Situation	Action Needed	When my child can return to school?
My child is unwell but <b>does not have COVID-19 symptoms</b> . (e.g., they have more general cold or flu symptoms, sore throat, headache).	<ul style="list-style-type: none"> <li>• <b>They do not need to self-isolate.</b></li> <li>• Decide whether they are well enough to attend school, as you would in normal circumstances.</li> </ul>	As soon as they feel well enough to be in school.
My child has <b>received medical advice that they should self-isolate</b> , for example in advance of medical surgery.	<ul style="list-style-type: none"> <li>• If your child has been <b>directed to self-isolate by the NHS</b> then they <b>should not attend school</b> and should notify the school immediately of their circumstances.</li> </ul>	If your child has been <b>advised</b> to self-isolate then please contact school to discuss their circumstances.

## 3. What to do if your child's household members display Covid-19 symptoms.

Situation	Action Needed	When my child can return to school?
Someone in <b>my child's household has COVID-19 symptoms</b> .	<ul style="list-style-type: none"> <li>• <b>Do not allow your child to attend school.</b></li> <li>• Contact school to inform us of your situation and your child's absence.</li> <li>• <b>Other people within your household should self-isolate for 14 days</b> or until the person</li> </ul>	As soon as the household member's test result is negative.

	<p>with symptoms has a negative result.</p> <ul style="list-style-type: none"> <li>Your child should not get a test unless they also develop COVID-19 symptoms.</li> </ul>	
Someone in <b>my child's household tests positive</b> for COVID-19.	<ul style="list-style-type: none"> <li><b>Do not allow your child to attend school.</b></li> <li>Contact school urgently to inform us.</li> <li><b>Others in their household should self- isolate for 14 days.</b></li> <li>You child should not get a test unless they also develop COVID-19 symptoms.</li> </ul>	<b>After 14 days, provided your child does not develop COVID-19 symptoms.</b> If your child does develop symptoms they should not return to school until 10 days after the start of the symptoms.

**4. What to do if your child or your child's household members are contacted by Test and Trace or have been in contact with an individual who has tested positive.**

<b>Situation</b>	<b>Action Needed</b>	<b>When can my child return to school?</b>
<b>My child's sibling</b> (either at Crofton Academy or a different school) <b>has been asked to self-isolate</b> because they have been in contact with someone with a positive test, <b>or their school has closed because of coronavirus.</b>	<ul style="list-style-type: none"> <li><b>Your child should continue attending school.</b></li> </ul>	Immediately, your child should <b>continue attending as normal.</b>
My child <b>has been in contact</b> with someone who has <b>COVID-19 symptoms.</b>	<ul style="list-style-type: none"> <li><b>Your child should continue to attend school as normal.</b></li> <li>The person with symptoms will self- isolate and get a test.</li> <li>Your child should <b>only self-isolate if they are told to do so by school or NHS Test &amp; Trace</b>, following the result of that test.</li> <li>Your child should not get a test unless they develop COVID-19 symptoms.</li> </ul>	Immediately, your child should <b>continue attending as normal.</b>
My child <b>has been in contact</b> with someone that has had a <b>positive test result</b> for COVID-19.	<ul style="list-style-type: none"> <li>NHS Test &amp; Trace and the school will determine who is required to self-isolate and will communicate with those affected.</li> <li><b>Unless your child has been notified by school or NHS Test &amp; Trace, your child should continue attending school as normal.</b></li> </ul>	Immediately, your child should <b>continue attending as normal, unless notified otherwise.</b>

	<ul style="list-style-type: none"> <li>Your child will be <b>notified by school or NHS Test &amp; Trace if they are required to self-isolate</b>. This is <b>14 days from their last contact with the person</b> who has tested positive.</li> <li>Your child should not get a test unless they also have COVID-19 symptoms.</li> </ul>	
Someone in <b>my child's household has been in contact</b> with someone either with <b>COVID-19 symptoms</b> or a <b>positive test</b> .	<ul style="list-style-type: none"> <li>Your child should <b>continue attending school as normal</b>.</li> <li>Your child will not be asked to self-isolate if they have not come into direct contact with someone with suspected or confirmed coronavirus.</li> <li>Your child should not get a test unless they also develop COVID-19 symptoms.</li> </ul>	Immediately, your child should <b>continue attending as normal</b> .
<b>NHS Test &amp; Trace</b> has identified <b>my child</b> as someone that has been in <b>close contact</b> with someone with <b>COVID-19</b> .	<ul style="list-style-type: none"> <li><b>Do not allow your child to attend school.</b></li> <li>Contact school to notify us of your child's absence and your situation.</li> <li><b>Your child should self-isolate for 14 days from their last contact with the person</b> who has tested positive.</li> <li>Your child should not get a test unless they also develop COVID-19 symptoms.</li> </ul>	<b>After 14 days.</b>
<b>NHS Test &amp; Trace</b> has identified someone in <b>my child's household</b> that has been in <b>close contact with someone who has tested positive</b> for Covid-19.	<ul style="list-style-type: none"> <li><b>Your child should continue attending school.</b></li> <li>The member of your child's household contacted should self-isolate for 14 days.</li> </ul>	Immediately, your child should <b>continue attending as normal</b>

## 5. What to do if you have travelled abroad.

Situation	Action Needed	When can my child return to school?
My child <b>has returned from a trip abroad</b> and government rule <b>changed whilst my child was away</b> meaning that they now required to quarantine.	<ul style="list-style-type: none"> <li><b>Do not allow your child to attend school.</b></li> <li>Contact school to discuss their circumstances.</li> </ul>	As soon as the <b>quarantine period set out by the government has finished</b> .
My child has gone abroad to a country for which <b>quarantine arrangements were in place before I left the UK</b> .	<ul style="list-style-type: none"> <li><b>Do not allow your child to attend school.</b></li> <li>Contact school to discuss their circumstances.</li> </ul>	As soon as the <b>quarantine period set out by the government has finished</b> .

	<ul style="list-style-type: none"> <li>This absence will be dealt with as an <b>unauthorised absence</b> as part of the academy's behaviour and attendance policy.</li> </ul>	
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In the event that pupils or staff need to self-isolate or there is a confirmed case of coronavirus the academy will put the following actions into place:

Situation	Anticipated Actions
A pupil is self-isolating for one of the reasons set out above	<ul style="list-style-type: none"> <li>If a pupil is self-isolating and they are well enough, they should go to the 'Pupils' section of the website and find the home learning section for their year group.</li> <li>All subjects can be found in this section with links provided to complete work for any period of absence.</li> <li>Pupils should continue to check Google Classroom for any additional work.</li> </ul>
A member of staff is self-isolating	<ul style="list-style-type: none"> <li>Pupils should continue attending all lessons at the academy and appropriate work will be provided.</li> <li>Pupils should continue to check Google Classroom for any additional work set by the absent teacher.</li> </ul>
A pupil or staff member has a positive coronavirus test result	<ul style="list-style-type: none"> <li>The academy will immediately notify both the Local Authority and Public Health England and will take appropriate advice.</li> <li>We will identify all pupils (and staff) that have been in close proximity contact with the individual (as defined by Public Health England) and will notify them, and their parents, that they are required to self-isolate for 14 days.</li> <li>If a pupil is self-isolating and they are well enough, they should go to the 'Pupils' section of the website and find the home learning section for their year group.</li> <li>Pupils should continue to check Google Classroom for any additional work.</li> </ul>
If there is a significant outbreak of covid-19 and it is necessary to isolate a year group bubble, the whole academy, or a large section of the academy (based on advice from PHE)	<ul style="list-style-type: none"> <li>The academy will reintroduce full-time home learning arrangements for pupils affected.</li> <li>Work will be set on Google Classroom. This will be communicated to parents in the usual way.</li> </ul>

I know that this is a lot of information however, I wanted to share it with parents/carers so that you feel fully informed of the steps the academy will take in all situations. These steps are there to make sure that we all remain safe and well.

Again, I would like to thank you for your continued support and if you have any questions, please contact the academy at [admin@croftonacademy.org.uk](mailto:admin@croftonacademy.org.uk)

Yours faithfully



Mr P Walker  
Headteacher

