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Dear Parent/Carer

I am writing to provide a number of important updates but would like to once again thank you for your ongoing support and congratulate our brilliant students on their conduct and for their co-operation at this difficult time. I would also like to pay tribute to our amazing staff for their hard work and professionalism.

Safety measures in the event of a student testing positive for Covid-19

Please find below the safety measures we will take in the event that one of our students has a confirmed case of Covid-19. We have an action plan that we have tested by carrying out a 'dry run' – the main points are set out below.

- The school will immediately contact the Department of Education to seek further advice.
- We will use information including seating plans to ascertain which students have been 'close contacts' of the confirmed case in the 48 hours before the confirmed case became unwell. We will be in contact with school transport providers if appropriate. Close contact definitions are as follows:

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

- Parents/Carers of 'close contacts' will be contacted immediately and asked to arrange for their child to be collected from school reception. In this instance, cars will be authorised to use the school drive and wait in designated areas. Marshalls will be available to manage traffic. If you are unable to arrange for your child to be collected, they may make their own way home but they must go straight home – school staff will remind them about this.
- All 'close contacts' will be immediately escorted to the canteen to await pick-up. Students will sit at least 2 metres apart and will be asked to wear face coverings. All students will be briefed on these plans in tutor time so they will be aware of the procedures.
- Close contacts must self-isolate for 14 days following government advice.
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/918525/What_to_do_if_a_pupil_is_displaying_symptoms_of_coronavirus_COVID-19_Schools.pdf
- We will write to all parents/carers explaining that a student has tested positive for Covid-19 and outline the measures taken plus any further advice.
- Pastoral staff will support families.
- We will set work for students who are self-isolating due to the confirmed case.

If you feel your child has been a close contact of the positive case outside of school, you must follow the self-isolation advice above. We have similar procedures if a member of staff tests positive.



Letter for parents/carers about COVID-19 symptoms

Public Health England have produced a letter for schools to distribute to parents/carers, which explains when a person requires a coronavirus test and what the symptoms of coronavirus are.

The intention of the letter is to help prevent children being taken out of school unnecessarily and answer some of the questions parents/carers may have around testing.

[You can view the letter here.](#)

Open Evening

As you may be aware we are unable to hold our Open Evening on Thursday 1 October and will be operating a 'Virtual Open Evening' via our website. Therefore, school will not be closing early as previously published. The INSET Day on Friday 2 October will continue as normal.

Change to staggered start

As from Monday 28 September we are making a slight change to the staggered start of the day. Year 11 will be asked to come to school earlier – this is because they have very little tutor time at the moment and we use this for important exam related tutor activities and intervention. Year 8 should arrive no later than 8.55. The revised times will be as follows:

Year Group	Arrival time (am)	Arrival area
7	no later than 8.45	Back of school
8	no later than 8.55	Playground – Windmills End
9	no later than 9.00	Playground – Car Park End
10	no later than 9.00	Canteen
11	no later than 8.50	Common room/cloakrooms

Reporting illness

If you are reporting an absence, please could you ensure you give brief details of the illness. If your child has Covid-19 symptoms and is self-isolating please make this clear as in these cases we will record the start date of the absence and then monitor attendance. Please let us know the outcome of a test as soon as you receive the result. If your child is self-isolating for any other reason, please let us know.

EduLink

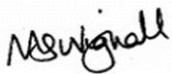
If you have not already signed up for EduLink, please check your email about how to sign up. The EduLink app covers all school communication, therefore it is important all parents have access to it.

After school PE Activities

Next week we are piloting after school PE clubs – Year 7 on Wednesday and Year 8 on Thursday. We hope to roll this out to other departments and year groups if this goes well. The PE department will send out further details next week.

I will continue to keep you updated with important information. In the meantime, thank you once again for your support.

Yours faithfully



Mr M Wignall
Headteacher