

## **Advice for parents/carers if there is a positive case of COVID-19 with students or members of staff**

Please could we ask that you read the following advice so you are well informed about what will happen if a student or member of staff at the school tests positive for COVID-19.

### **The order for informing parents/carers of any confirmed cases will be:**

- Those who have been 'in contact' with the positive case, based on the advice of Public Health England, and our medically vulnerable students.
  
- A text to all parents and a message on the school website.
  
- A more detailed e-mail, which will be sent by the end of the day to all parents and carers, explaining what will happen next.
  
- Please note that we will complete this process as quickly as possible.

### **If we have one or more confirmed cases of COVID-19:**

- If your child has been 'in contact' (based on the guidance we will receive from Public Health England) or is medically vulnerable, we will immediately inform you by telephone, so please could you ensure all of our contact numbers for you are up to date.
  
- We will inform you of what you need to do. It may be that your child will be sent home or need collection, and we will discuss how this will happen over the phone.
  
- Please can we ask that you do not contact your child directly on their mobile phone to give them instructions at this time.
  
- Please note that we will not use buses to transport the children in these circumstances, so you might like to think about what your plan is if your child needs collection part way through the day.

- We will keep the students socially distanced and safe in one of our large open spaces until we have spoken to you and they can be safely dismissed. All of the doors of the TISA will be open, so it will be similar to an outside space.

- If your child has not been 'in contact' (based on the guidance we will receive from Public Health England) you will still receive a text stating which year group(s) have been affected and what the school has had to do.

- All parents and carers will receive an e-mail at the end of that school day outlining what needs to happen next in terms of attendance and work completion, etc.

### **What you can do to help us:**

- Please stay calm. You will be contacted by phone if your child has been 'in contact' with the confirmed case and we will advise you what you need to do next, based on the advice we will receive from Public Health England.

- Please do not make any private arrangements to collect your child unless we specifically ask you to do this. Please do not publish anything on social media. We have also asked the children not to use their mobiles unless instructed. This will complicate things for us and slow the process down.

- When we call, please let us know if your child is able to make their way home safely. We will get this message to your child and dismiss them safely.

- Please do not drive to the school unless you have been specifically requested to. If we have asked you to collect your child and we know you are on the way, they will be escorted to the bus bay to await collection. There will be a member of staff in the bus bay who will let you know where you can park.

If your child receives a positive COVID test, please note that we will be asking whether we can share their name with other students so that the pupils are able to tell us if they have had close contact.

Thank you.

Mrs Schouten

Deputy Headteacher