Dear parent/carer, 14th October 2020

I hope that this letter finds you and your family in good health during these uncertain times. In order to ensure we continue to keep all our students and staff safe, we need to ensure everyone is clear on the Government guidelines regarding Covid-19 and attendance to school (there is also a helpful flow chart on the 2nd page of this letter).

**What do I do if my child develops the symptoms of Covid-19 (a fever, a new continuous cough or loses their sense of taste or smell)?**

* Your child and the rest of your household must self-isolate.
* Inform the Academy.
* You must get your child a Covid-19 test (NHS number 119).

**Can I send my child into the Academy whilst we wait for the test results?**

* ***No, you must not send your child into the Academy*** whilst you wait for the test results. Your child and the rest of your household must self-isolate. You are liable to being fined if you do not self-isolate.

**The test is positive, what do I do?**

* Your child must self-isolate for 10 days from the first day of your child’s symptoms.
* Inform the Academy
* The rest of your household must self-isolate for 14 days from the first day of your child’s symptoms.
* Following the 10 days of self-isolation, your child may return to the Academy if they feel well enough.

**The test is negative, what do I do?**

* Inform the Academy and if your child is feeling well enough, they may return to the Academy and the rest of your household no longer needs to self-isolate.

**A member of my household has developed Covid-19 symptoms. What do I do?**

* All members of your household must self-isolate and the person showing symptoms must get a Covid-19 test.
* Even if not showing symptoms, the rest of the household must self-isolate and ***your children must not attend the Academy.***
* Inform the Academy.

**I have received a call or a letter from the Academy informing me that my child has been in close contact with another student who has tested positive for Covid-19. What do I do?**

* Your child must self-isolate for the period of time indicated by the Academy on the letter or by phone. Your child will be provided with remote work which they must complete but they should not leave the house or return to the Academy until the date stated in the letter.
* If your child does not remain in the house self-isolating then you will be liable to being fined.
* Other household members do not need to self-isolate. If your child or another household member develops symptoms, then follow the advice above.

I hope that this provides some clarity about what to do in the event of your child or a member of your household developing Covid-19 symptoms.

Can I take this opportunity to thank you for your support and patience during this challenging time.

Yours sincerely,

Mr Lewis (Assistant Principal KS4)

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