Telford Infant School

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Dear Parents and carers,

PROCEDURES TO FOLLOW WHEN CHILDREN DEVELOP COVID-19 SYMPTOMS AND A QUICK REFERENCE GUIDE TO COVID-19 RELATED ABSENCES

As mentioned on today's Newsletter the new systems and processes that the school has introduced in order to comply with the Government's requirements for full reopening of schools are operating effectively and the whole school community is working hard to keep us all as safe as we possibly can be under the current circumstances. That said, as the term progresses we are encountering new challenges and we now have Telford Infant pupils and their siblings who are becoming unwell. This is definitely not a new challenge for us - with over 250 young children in school coughs, sniffles and other ailments are exactly what we would expect this time of year. However, it is significantly more complicated for us all to manage in the current COVID-19 climate.

The purpose of this letter is to inform you of what to do if your child becomes unwell and to let you know what will happen when a child or member of staff develops symptoms and what the next steps will be.

If your child develops symptoms of COVID-19
The main symptoms of coronavirus (COVID-19) are:
https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

If your child has symptoms of COVID-19 do not bring them into school. Please contact the school to inform us, self-isolate the household and arrange a test for your child.

If your child develops symptoms during the school day or whilst at SMILES Club a member of staff will contact you by phone to arrange immediate collection of your child. The government guidance recommends that only adults who live with the child should collect them in this instance. As above please self-isolate the whole household and arrange a test for your child.

If another child or member of staff in your child's bubble has developed symptoms (not self-isolating due to a member of their household developing symptoms) and is sent for testing, under

the guidance we have received from the Local Authority, from next week onwards you will receive an email from school asking you to remain vigilant by watching out for symptoms in your own child. **Please be aware that that a number of children will be sent for COVID-19 testing in the coming weeks and months as it can be very difficult to distinguish between usual childhood illnesses and COVID-19 and the medical advice if in doubt seems to be get a test.** Please be aware that this email will be for information only and we cannot divulge personal information about another pupil or member of staff. The child or member of staff will only be permitted to return to school before their self-isolation ends if they have a negative test result. You will only hear from the school again should we receive notification of a positive result, further details later in this letter.

If your child has an illness that does not include a COVID-19 symptom and is not well enough to attend school please phone the school office as soon as possible on their first day of absence and provide us with full details of their symptoms for our records.

How to inform school of COVID-19 test results
As soon as you receive your child's test result please inform school immediately in the following ways:

- Negative test result: Phone or email the school - your child can return to school as soon as they are well enough to do so.

- Positive test result: 8am to 4pm on school days (school office hours) - **phone** school. 4pm to 8am and during weekends and holidays - **email** school with the subject heading URGENT POSITIVE COVID TEST RESULT. Please include your child's full name, class and date of birth and a phone number for a member of staff to contact you on.

What happens if a child or member of staff receives a positive COVID-19 test result
Should the child's or member of staff's test be positive we will work with Public Health England and the Local Authority to identify which children and members of staff will need to self isolate for 14 days. If your child needs to self isolate we will contact you again to inform you of the next steps. This will be via an urgent text message (only used for this purpose) which will ask you to check your eSchools account for a letter detailing further information. If this is during the school day you will be required to collect your child as a matter of urgency. The government guidance recommends that only adults that live with the child should collect them in this instance. We are currently finalising our remote learning plan (in the event of bubble closure) and will share this with parents shortly.

It is very important that we have correct details for you so please inform the office as soon as possible of any changes to phones numbers etc. Please take this opportunity to check that you can access your eSchools account.

Quick Reference Guide to COVID-19 related absences from school

What to do if…	Action Needed	Return to school when…
…my child has Covid-19 symptoms.	*Do not come to school. *Contact school to inform us. *Self-isolate the whole household. *Get a test. *Inform the school immediately about the test result.	…the test comes back negative or a period of 10 days has passed since the symptoms started, and the child feels well.

…my child tests positive for COVID-19.	*Do not come to school. *Contact school to inform us. * Agree an earliest date for possible return (minimum of 10 days). *Self-isolate the whole household as per the government guidance.	…10 days have passed since symptoms began, even if they still have a cough or loss of taste/smell (these symptoms can last for several weeks) **AND** the child feels well.
…my child tests negative for COVID-19.	*Contact school to inform us. *Discuss when your child can come back (same day/next day).	…the test comes back negative.
…my child is poorly with symptoms not currently linked to Covid-19 eg. sickness and diarrhoea.	*Do not come to school. *Contact school to inform us with full details of their symptoms.	…when they feel well enough to return and any infection control timings have been observed eg. after 48 hours following the last bout of sickness or diarrhoea.
…someone in my household has Covid-19 symptoms.	*Do not come to school. *Contact school to inform us. *Self-isolate the whole household. *Household member to get a test. *Inform school immediately about test result.	…the test comes back negative.
…someone in my household tests positive for Covid-19.	*Do not come to school. *Contact school to inform us. *Agree an earliest date for possible return (minimum of 14 days). *Self-isolate the whole household.	…the child has completed 14 days of isolation.
…NHS test and trace has identified my child as a close contact of somebody with symptoms or confirmed Covid-19.	*Do not come to school. *Contact school to inform us. *Agree an earliest date for possible return (minimum of 14 days).	…the child has completed 14 days of isolation.
…NHS test and trace has identified a household member (other than my child) as a close contact of somebody with symptoms or confirmed Covid-19.	*The household member must self-isolate for 14 days. *Child can continue to attend school.	…child can continue to attend school.
…a sibling attending another school has been sent home to self-isolate due to their being a positive case in their school.	*Sibling must self-isolate for 14 days. *Telford Infant child(ren) can continue to attend.	…child can continue to attend school.
…my child has travelled abroad from a country or territory that is NOT on the exempt list of countries.	*If returning from a destination where quarantine is needed - minimum of 14 days self-isolation for all those who travelled. *Contact school to inform us you are back in the country and we will agree	…the quarantine period of 14 days has been completed.

	an earliest date for possible return to school. *Self-isolate the whole household.	
…my child has travelled abroad from a country or territory that IS on the exempt list of countries.	*If returning from a destination where quarantine is NOT needed double check the list as this can change at short notice. *Ring school to inform us you have returned to the UK and agree a return date to school.	… you have informed the office of your return to the UK.
…I have travelled from a country that requires us to quarantine (but my child didn't travel).	*As long as you do not have / have not had symptoms in the last 14 days, your child can continue to attend school. *The person who has travelled MUST NOT leave the house, including to do pick-ups and drop offs.	…child can continue to attend school.
…we have received medical advice that my child must resume shielding.	*Do not come to school. *Contact school to inform us and provide us with medical evidence. *Shield until you are informed that restrictions are lifted and shielding is paused again.	…you receive medical advice that your child may return to school.
…my child's bubble is closed due to a Covid-19 outbreak in school.	*Child must not come to school. *Support your child at home with remote education provided by your school. *Your child will need to self-isolate for 14 days. *Other siblings may continue to attend school.	…school inform you that the bubble will be reopened.
… I am unable to get a test for someone in the household who has symptoms.	*If you are not able to get a test in the first 5 days of having symptoms, your child and anyone they live with must stay at home and self-isolate for 14 days. *Anyone in your support bubble must also stay at home.	…the child has completed 14 days of isolation.

I hope you will understand the need for this long email – there are various scenarios and it is important that we are all clear of the procedures required of us. I sincerely hope that all of us in the Telford Infant School community remain safe and well in the coming months. Thank you again for your ongoing support.

Yours sincerely,

SA Oustayiannis
Mrs Siân Oustayiannis - Headteacher