



'Where everyone is valued and futures matter'

Girnhill Infant School

Information for Parents / Carers - What to do if ...

Dear parents / carers,

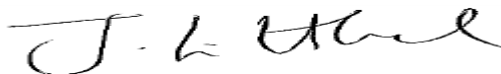
We are aware that there has been much confusion over circumstances regarding school attendance recently. The guidance for schools, parents and the wider public has changed, been refined and been clarified several times recently so this document has been put together to try to minimise that confusion and provide some clarity for parents in this area.

We have tried to cover the full range of situations we have had to deal with, and anticipate dealing with in the future, to provide a guide that is as clear as we can make it for you so you feel informed of the best action to take in the range of circumstances detailed below. Government and Public Health England guidance and advice has been used to create this document.

I appreciate there is a lot of information below but hopefully, presented in this way, you will be able to find the information that applies to your particular circumstances and act accordingly.

Please can we remind you that our actions and decisions are based on Government and Public Health England guidance and advice. We are unable and unwilling to go against this guidance and advice.

Thank you for your continued support and understanding,
Kind regards,



J.Littlewood
Headteacher

What to do if your child is displaying Covid-19 symptoms		
Circumstances	Action to take	Continuation of learning at home remotely
<p>Your child is displaying symptoms of Covid-19:</p> <ul style="list-style-type: none"> • A high temperature: any new high temperature where your child feels hot to the touch on their chest or back (you do not need to measure the temperature); • A new continuous cough: coughing a lot for more than an hour, or three or more coughing episodes in 24 hours; • A loss of, or change in, sense of smell or taste: a noticeable loss of smell or taste or things smell and taste different to normal. 	<ul style="list-style-type: none"> • Keep your child at home – they will need to stay at home for at least 10 days or until they test negative; • Contact school to inform us of your child’s absence, in line with normal procedures, and let us know their symptoms; • Book a test for your child (other members of the family do not need to be tested unless they also have symptoms); https://www.gov.uk/get-coronavirus-test or call: 01924 224497 • Other members of the household need to begin a 14 day isolation period – this means that you cannot leave your house. This includes for exercise (this must be done in your house or garden) and children are not permitted to play out in and amongst the local community. • Inform school of test results, whether they be positive or negative; • Return to school only when a test result is negative or the isolation period is over (10 days for the person with symptoms and 14 days for any siblings) 	<ul style="list-style-type: none"> • Access learning from home via Seesaw (currently being put in place) • Engage with school to maintain contact via agreed platforms: telephone call, Microsoft Teams (currently being put in place)
<p>Your child is displaying symptoms of Covid-19 but you are unable to get a test.</p>	<ul style="list-style-type: none"> • Keep your child at home – they will need to stay at home for at least 10 days; • Contact school to keep us informed of the situation; • Continue trying to book a test for your child (other members of the family do not need to be tested unless they also have symptoms); https://www.gov.uk/get-coronavirus-test or call: 01924 224497 • Other members of the household continue to isolate for the 14 day isolation period – this means that you cannot leave your house. This includes for exercise (this must be done in your house or garden) and children are not permitted to play out in and amongst the local community. • Return to school only when the isolation period is over if you are unable to arrange testing (10 days 	<ul style="list-style-type: none"> • Access learning from home via Seesaw (currently being put in place) • Engage with school to maintain contact via agreed platforms: telephone call, Microsoft Teams (currently being put in place)

	for the person with symptoms and 14 days for any siblings)	
Your child has tested positive for Covid-19.	<ul style="list-style-type: none"> • Keep your child at home – they will need to stay at home for at least 10 days; • Contact school immediately to inform us of the situation. Be prepared to confirm the following information: When did symptoms begin? When was test taken? What was the date the child was last in school? • Other members of the household continue to isolate for the 14 day isolation period – this means that you cannot leave your house. This includes for exercise (this must be done in your house or garden) and children are not permitted to play out in and amongst the local community. • School will confirm the date of return to school with you. • Your child should be able to return to school after 10 days, providing they have not had a high temperature in the previous 48 hours. • School may need to speak with your child to confirm any other people at school they may have been in contact with. 	<ul style="list-style-type: none"> • Access learning from home via Seesaw (currently being put in place) • Engage with school to maintain contact via agreed platforms: telephone call, Microsoft Teams (currently being put in place)

What to do if your child is generally unwell (not displaying Covid-19 symptoms)		
Circumstances	Action to take	Continuation of learning at home remotely
My child is unwell but does not have Covid-19 symptoms , for example, they have a runny nose, are sneezing, have headache or sore throat).	<ul style="list-style-type: none"> • They do not need to self-isolate; • Decide whether they are well enough to attend school as you would in normal circumstances; • If they are unwell with sickness and diarrhoea, remain at home until 48 hours after last episode in line with usual policy; • As soon as pupil is well enough, they may return to school. 	<ul style="list-style-type: none"> • Access learning from home via Seesaw (currently being put in place) • Engage with school to maintain contact via agreed platforms: telephone call, Microsoft Teams (currently being put in place)

What to do if a member of your child's household displays Covid-19 symptoms		
Circumstances	Action to take	Continuation of learning at home remotely
Someone in my child's household has Covid-19 symptoms.	<ul style="list-style-type: none"> • Keep your child at home – they will need to stay at home for at least 14 days, or until the symptomatic person tests negative; • Contact school to inform us of your child's absence, in line with normal procedures, and let us know the circumstances causing the absence; • Book a test for the symptomatic family member (other members of the family do not need to be tested unless they also have or develop symptoms); https://www.gov.uk/get-coronavirus-test or call: 01924 224497 • The symptomatic family member needs to isolate for 10 days and other members of the household need to begin a 14 day isolation period – this means that you cannot leave your house. This includes for exercise (this must be done in your house or garden) and children are not permitted to play out in and amongst the local community. • Inform school of any test results, whether they be positive or negative; • Return to school only when a test result is negative or the isolation period is over (10 days for the person with symptoms and 14 days for any other family member) 	<ul style="list-style-type: none"> • Access learning from home via Seesaw (currently being put in place) • Engage with school to maintain contact via agreed platforms: telephone call, Microsoft Teams (currently being put in place)
Someone in my child's household tests positive for Covid-19.	<ul style="list-style-type: none"> • Keep your child at home – they will need to stay at home for at least 14 days. • Contact school immediately to inform us of your child's absence, in line with normal procedures, and let us know the circumstances causing the absence; • The symptomatic family member needs to isolate for 10 days and other members of the household need to isolate for 14 days – this means that you cannot leave your house. This includes for exercise (this must be done in your house or garden) and children are not permitted to play out in and amongst the local community. • Your child should not get a test unless they develop Covid-19 symptoms. • Return to school after 14 days isolation, providing your child has not developed Covid-19 symptoms. If your child does develop symptoms, they should not return to school until 10 days after the start of the symptoms, providing they have not had a high temperature in the previous 48 hours. 	<ul style="list-style-type: none"> • Access learning from home via Seesaw (currently being put in place) • Engage with school to maintain contact via agreed platforms: telephone call, Microsoft Teams (currently being put in place)

What to do if your child or a member of your child's household are advised that they are a 'contact' of an confirmed positive Covid-19 case (by school or NHS Test and Trace)		
Circumstances	Action to take	Continuation of learning at home remotely
<p>My child has been confirmed as a 'contact' of a confirmed positive case of Covid-19 (you could be notified by school or by NHS Test and Trace).</p>	<ul style="list-style-type: none"> • Collect your child from school as soon as you reasonably can; • Contact school immediately to inform us if you have been notified from elsewhere that your child is a 'contact' of a confirmed positive case of Covid-19; • Keep your child at home – they will need to stay at home for at least 14 days; • Your child should not get a test unless they develop Covid-19 symptoms; • Return to school after 14 days isolation, providing your child has not developed Covid-19 symptoms. If your child does develop symptoms, they should not return to school until 10 days after the start of the symptoms, providing they have not had a high temperature in the previous 48 hours. • This means that the child who is a 'contact' cannot leave the house to be part of school drop-off and pick-up. • If this causes difficulties in the children attending school, please contact school to discuss this. 	<ul style="list-style-type: none"> • Access learning from home via Seesaw (currently being put in place) • Engage with school to maintain contact via agreed platforms: telephone call, Microsoft Teams (currently being put in place)
<p>A member of the child's household has been asked to self-isolate because they have been in contact with someone who is a confirmed positive case of Covid-19.</p>	<ul style="list-style-type: none"> • Your child and any siblings should continue to attend school as normal, unless they are the confirmed 'contact'; • Only the 'contact' of the confirmed positive case needs to self-isolate; • No-one in your household needs to be tested unless they develop one of the main symptoms of Covid-19. • The member of the household who has been in contact with the confirmed positive case must stay in the house - this means that they cannot leave your house. This includes for exercise (this must be done in your house or garden) and children are not permitted to play out in and amongst the local community. 	<ul style="list-style-type: none"> • If the child / children are able to come to school, learning will take place in school as normal. • Access learning from home via Seesaw (currently being put in place) • Engage with school to maintain contact via agreed platforms: telephone call, Microsoft Teams

	<ul style="list-style-type: none"> • This also means that the ‘contact’ cannot leave the house to be part of school drop-off and pick-up. • If this causes difficulties in the children attending school, please contact school to discuss this. 	(currently being put in place)
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What to do if your child has travelled abroad		
Circumstances	Action to take	Continuation of learning at home remotely
My child is has returned from a trip abroad (during school holidays) and Government rules changed whilst my child was away , meaning that they are now required to quarantine .	<ul style="list-style-type: none"> • Keep your child at home; • Contact school to inform us of the circumstances for absence and to set an agreed date for return to school; • Quarantine in line with Government guidance; • The absence, during the period of quarantine, will be authorised in line usual Covid-19 related absence. 	<ul style="list-style-type: none"> • Access learning from home via Seesaw (currently being put in place) • Engage with school to maintain contact via agreed platforms: telephone call, Microsoft Teams (currently being put in place)
My child has returned from a trip abroad (during school holidays) to a country for which quarantine rules were already in place before they left the UK.	<ul style="list-style-type: none"> • Keep your child at home; • Contact school to inform us of the circumstances for absence and to set an agreed date for return to school; • Quarantine in line with Government guidance; • The absence, during the period of quarantine, will be be unauthorised and processes within the school’s attendance policy will be adhered to. 	<ul style="list-style-type: none"> • Access learning from home via Seesaw (currently being put in place) • Engage with school to maintain contact via agreed platforms: telephone call, Microsoft Teams (currently being put in place)
Any holidays in term time will continue to be unauthorised in line with the school’s attendance policy and the processes within the policy will be adhered to.		

What happens when there is a confirmed positive case of Covid-19 in school		
Circumstances	Action school will take	Continuation of learning at home remotely
A pupil is self-isolating for one of the above reasons.	<ul style="list-style-type: none"> • Contact the family, if they do not contact school to clarify information around the absence; • Check the family have access to the internet and the learning platforms used by school; • Check the family have pupil log-ins for the learning platforms used (stated in the column to the right); 	<ul style="list-style-type: none"> • Access learning from home via Seesaw (currently being put in place) • Engage with school to maintain contact via agreed platforms: telephone call, Microsoft

	<ul style="list-style-type: none"> • Ensure that learning tasks for the day are available on Seesaw for isolating pupils to access; • Check the completion of work by the pupil at the end of the day, providing we have been informed that the pupil is well enough to complete the work tasks. • Provide pastoral and wellbeing ‘check-ins’ for the pupil during the period of isolation to give the opportunity for discussion around difficulties and misconceptions regarding work as well as any other support required. As the class teacher will be teaching the other pupils in school, this call may be from another member of staff. 	<p>Teams (currently being put in place)</p>
<p>A member of staff is self-isolating for one of the reasons stated above.</p>	<ul style="list-style-type: none"> • Try to rearrange staffing, to allow the bubble to remain open and pupils to continue attending school; • If it is a class teacher who is self-isolating, maintain contact between the teacher and class in school, if the teacher is well enough to do so and circumstance allow; • If it is a class teacher who is self-isolating, ensure that the planned learning can take place as it would have done in the presence of the teacher; • If we are unable to staff the bubble in order to keep it open, ensure that learning provided mirrors learning that was due to take place in the classroom. 	<ul style="list-style-type: none"> • Not applicable if staffing arrangements allow for the bubble to remain open; • In the event of the bubble being closed due to staffing issues, access learning from home via Seesaw (currently being put in place) • Engage with school to maintain contact via agreed platforms: telephone call, Microsoft Teams (currently being put in place)
<p>A pupil or staff member has a confirmed positive test result and a class bubble is required to self-isolate for 14 days.</p>	<ul style="list-style-type: none"> • School immediately notifies Public Health England and takes appropriate advice that is then used to inform next steps; • School will also notify the Multi-Academy Trust, Wakefield Local Authority and the local Health Protection and Infection Control teams; • School will identify all pupils and staff that have been in close proximity, defined as ‘contacts’ in line with Public Health England definitions; • This is likely to be the whole class bubble in a Primary School; • School will then notify all ‘contacts’ and their parents that they are required to isolate for 14 days and agree a date for return to school, providing they remain symptom free; • School will notify parents by e:mail with an attached letter supplied by Public Health England; • School will also try to notify parents during via a phone call where we will check internet accessibility arrangements and log-in information for all online learning platforms to be used for remote learning during the period of isolation; 	<ul style="list-style-type: none"> • Access learning from home via Seesaw (currently being put in place) • Engage with school to maintain contact via agreed platforms: telephone call, Microsoft Teams (currently being put in place)

	<ul style="list-style-type: none"> • School will manage teaching and learning during this 14 day period of isolation by providing learning tasks online, using Seesaw as the main platform for communication; • School will expect that all pupils, who are well enough and have access to the necessary technology, engage in the online learning and complete work tasks by 2pm in the afternoon; • Teachers, if they are well enough, will check on work after the daily agreed time (usually 2pm); • Teachers will arrange opportunities for ‘checking-in’ with pupils, using Microsoft Teams / Zoom, to maintain contact with the class and allow children to see and hear from their peers during periods of isolation; • Teachers will try to ensure that set times for ‘check-ins’ and any online learning are staggered to help families where devices need to be shared; • A staff member (not necessarily the class teacher) will be in regular contact with pupils with EHCPs and any pupils defined as vulnerable. 	
<p>There is a significant outbreak and it is necessary to isolate the whole school or schools are closed as in the previous lockdown.</p>	<ul style="list-style-type: none"> • It is anticipated that much of the above section will still apply in the event of a full school closure; 	<ul style="list-style-type: none"> • Access learning from home via Seesaw (currently being put in place) • Engage with school to maintain contact via agreed platforms: telephone call, Microsoft Teams (currently being put in place)

What are the main symptoms of Covid-19?

- **A high temperature:** any new high temperature where your child feels hot to the touch on their chest or back (you do not need to measure the temperature);
- **A new continuous cough:** coughing a lot for more than an hour, or three or more coughing episodes in 24 hours;
- **A loss of, or change in, sense of smell or taste:** a noticeable loss of smell or taste or things smell and taste different to normal.

Clarification regarding pupils isolating

- If your child is isolating, they **should not be accompanying you or anyone else during drop-off and pick-up times.**
- If this causes you problems that mean you cannot leave your house to bring siblings to school, for example where one sibling is a ‘contact’ but others are not and are allowed to come to school, please inform school and this can be discussed, the absence authorised and remote learning procedures and expectations explained.