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Headteacher: Mr. Aaron Wanford MA, B.Ed. (Hons), NPQH

Tuesday, 8th December 2020

Dear Parents and Carers,

RE: Confirmed case of coronavirus (COVID-19) in school

Following my e-mail to you last night, I am writing to inform you that there has been a **confirmed** case of COVID-19 with a staff member within Year Three Alder at Green Ridge.

I am sorry that it had to come as an e-mail late last night as I realise they can be impersonal and to the point. However, I am sure you will appreciate the need to get the information to you as soon as possible.

I understand that this may be upsetting and frustrating news for you to receive. Our staff and children have done all that they have been asked; however this virus is such that we have needed to take further action to stop the spread. The individual has not been in school since they developed symptoms and has been self-isolating at home, as per government advice. They have since accessed a test and have tested positive.

The school contacted the dedicated helpline at the Department for Education this morning. The helpline's team conducted a rapid investigation to confirm who the individual was in close contact with during the period they were infectious. This helpline provided us with definitive advice on which individuals needed to be sent home to self-isolate.

Close contacts are:

- Those who have been in face-to-face contact with the individual for any length of time within one metre, including being coughed on, having a face-to-face conversation or having unprotected skin-to-skin contact.
- Those who have been in extended close contact with the individual, i.e. within one to two metres for more than 15 minutes.
- Those who have travelled in a small vehicle, e.g. a car, with the individual.

In line with the guidance, school will be closed to **Year Three Alder** children and associated staff for 14 days. They will need to stay home and self-isolate until Sunday, 20th December.

If your child is well at the end of the 14 days period of self-isolation, then they can return to usual activities on Sunday, 20th December. The first day back for staff and children at school will be Tuesday, 5th January if they are well again. Other members of your household can continue normal activities provided your child does not develop symptoms within the 14 day self-isolation period.

Please see the link to: [Guidance for contacts of people with confirmed coronavirus \(COVID-19\) infection who do not live with the person](#)

Continuation of remote learning

Year Three Alder have made a great start to this very unusual school year and it is a shame that they are not able to attend school for this period of time. It is now our priority for their learning to continue. We want to make sure that this aligns as closely as possible to the in-school provision we put in place and is accessible to the children. This form of learning will require the use of internet-based technology.

By the end of today, we will email you a letter which will confirm the online learning arrangements for the next two weeks of the term. If you are unable to access the internet, then please contact the school by email at admin@greenridgeacademy.co.uk.

You will be contacted by a member of the staff team to see how you and your child are getting on over the period of self-isolation. Please contact the school to let us know if your child develops any symptoms while they are self-isolating.

Although remote learning resources will be available from Wednesday morning, in the meantime, we recommend that your child uses the following websites to support them with their learning on Tuesday:

- Green Ridge Phonics Videos
<https://www.youtube.com/channel/UC8Zd4CiIrtYXrtyE2aaMFnw/playlists>
- Oak National Academy Learning Resources
<https://www.thenational.academy/>
- BBC Bitesize Catch-Up Lessons
<https://www.bbc.co.uk/bitesize/articles/zknj4xs>

If any further cases of coronavirus are confirmed, the school will work with Public Health England's local health protection team to ensure the appropriate actions are taken. This may include more pupils and staff being sent home to self-isolate. You will be kept fully informed of any developments.

What to do if you have other children at school who you need to drop-off/collect

We understand that some families may have other children in your household who you need to bring to school whilst your child in Year Three Alder is isolated.

The advice given to us as schools from the Department of Education states that families should use another adult to bring non-isolating siblings to school for education. They recognise that this may not be possible with the adults in your household, and have advised us that families can form a childcare bubble with another household, so that another adult outside of your household can informally look after your children and bring them to school, allowing you to remain home with the child who is isolating. We envisage that any affected parents/carers will make alternative arrangements with other families as a childcare bubble so that siblings can continue to be brought to school or picked up during the isolation period, and can receive a continued education which would not be able to happen if they were not at school currently. Please just let us know which other adult will be collecting your other children, if they are not already on our list of agreed people to collect your child.

More information about childcare bubbles can be found here: <https://www.gov.uk/guidance/making-a-childcare-bubble-with-another-household>

What to do if your child develops symptoms of COVID 19

If your child develops symptoms of COVID-19, they should remain at home for at least 10 days from the date when their symptoms appeared. Anyone with symptoms will be eligible for testing and this can be arranged via <https://www.nhs.uk/ask-for-a-coronavirus-test> or by calling 119.

People who do not have symptoms should not request a test unless this has been specifically requested by Public Health England or the local authority.

All other household members who remain well must stay at home and not leave the house for 14 days. This includes anyone in your 'Support Bubble'.

The 14-day period starts from the day when the first person in the house became ill.

Household members should not go to work, school or public areas and exercise should be taken within the home. If you require help with buying groceries, other shopping or picking up medication, or walking a dog, you should ask friends or family. Alternatively, you can order your shopping online and medication by phone or online.

Household members staying at home for 14 days will greatly reduce the overall amount of infection the household could pass on to others in the community

If you are able to, move any vulnerable individuals (such as the elderly and those with underlying health conditions) out of your home, to stay with friends or family for the duration of the home isolation period

Please see the link to the PHE '[Stay at Home](#)' Guidance.

Symptoms of COVID 19

The most common symptoms of coronavirus (COVID-19) are recent onset of:

- new continuous cough and/or
- high temperature and/or
- a loss of, or change in, normal sense of taste or smell (anosmia)

For most people, coronavirus (COVID-19) will be a mild illness.

If your child does develop symptoms, you can seek advice from the nhs.uk website at <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>. If you are concerned about your child's symptoms, or they are worsening you can seek advice from NHS 111 at <https://111.nhs.uk/> or by phoning 111.

How to stop COVID-19 spreading

There are things you can do to help reduce the risk of you and anyone you live with getting ill with COVID-19

Do

- wash your hands with soap and water often – do this for at least 20 seconds
- use hand sanitiser gel if soap and water are not available
- wash your hands as soon as you get home
- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- put used tissues in the bin immediately and wash your hands afterwards

Further Information

Further information is available at <https://www.nhs.uk/conditions/coronavirus-covid-19/>

I understand that you may have questions about the content of this letter, so please get in touch with us via e-mail or via telephone tomorrow to discuss any concerns.

I am sure you will all join me in wishing the individual a safe recovery.

Yours faithfully,



Mr. Aaron Wanford
Executive Headteacher