Dear Parents and Carers,

As you will have seen in the news there are ever increasing numbers of pupils being sent home from school. If we do have a positive case confirmed in the school, which at this time I can confirm we do not, we will work with Public Health England and ensure their advice and guidance is followed.

With this in mind, we have put together a plan to support students and parents to understand the process we will go through if we are required to send some students or a bubble home.

Once we are aware of a confirmed case the relevant class will be informed. If it is a Year 7 class they will remain in their classroom with a member of SLT supervising them, if it is a Year 8 or 9 class they will be escorted to the Paragon where they will remain and again be supervised by a member of SLT.

Parents will then be contacted by the school to inform them of the situation and request that the child is either allowed to be sent home or arrange for the student to be collected by a parent/family member. On leaving, students will be given a letter with advice as to how long they will need to isolate for and the date on which they are expected to return to school.

Whilst isolating, students must ensure that they follow their normal school timetable as all lessons will be delivered by their classroom teachers via Teams. Students must ensure they check their school email account daily to be able to access the links to their lessons. If your child has any issues with accessing their school email or work online, they must contact their Pastoral Manager or Head of Year.

I hope that this letter reassures you that your child’s safety is at the forefront of everything we are doing in school and that hopefully we will not have to carry out the measures described above.

Yours sincerely

Miss R Evans