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. There is a permission slip at the bottom of this letter that must be completed and sent in with your child tomorrow: **Thursday 17th September.**

Once we are aware of a confirmed case, we will inform all class teachers and all students will remain in their classrooms whilst ParentMail and text messages are sent to the relevant parents.

Those students, whose parents have requested to be contacted with regards to sending their child home, via the permission slip below, will be collected from their class and escorted to the Sports Hall where they will be supervised by a member of SLT. Students whose parents have signed the permission form below will then be escorted off site class by class. On leaving the site, 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.

Please can you sign the reply slip below and return with your child tomorrow **Thursday 17th September**

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. However, please ensure we have your up to date contact details at school so that we are able to get in touch with you as quickly as we can. If you have had a change in contact details, please inform the school office.

Yours sincerely

Miss R Evans

**Permission Slip**

In order to keep my child safe, I give my permission that my child may be sent home from school if there is a confirmed case of COVID and I understand that I will not be contacted by telephone personally to inform me of this but via ParentMail and that my child is my responsibility after they have left the school site.

Signed ……………………………………………………………….. Date: ……………………………………………………….

**Or:**

I wish to receive a telephone call from the school if there is a confirmed case of Covid and if my child will need to isolate and understand that my child will need to be sent home after I have received the telephone call.

Signed……………………………………………………………. Date: ……………………………………………………..