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Head of School: Mr N Lindsay, BA (Hons), NPQH

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25<sup>th</sup> September 2020

Dear Parent / Carer,

### **Advice for Child to Self-Isolate for 14 Days (Year 9 Only)**

We have been advised that there has been a confirmed case of COVID-19 within the Year 9 cohort.

We have carried out a full risk assessment and identified all those who have been in close contact with the affected case and have recommended that they stay at home and self-isolate until 14 days after the first presented symptoms. In line with the national guidance, we recommend that your child now stays at home and self-isolates until **Sunday 4<sup>th</sup> October 2020**. Your child must not attend school or any public areas: your child must remain at home. Further details of what your child needs to do are in NHS Guidance:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/>

We are asking you to do this to reduce the further spread of COVID-19 to others within the community. If you need support with isolation, please contact your local Council.

Other members of your household can continue normal activities provided your child does not develop symptoms within the self-isolation period.

If your child is well at the end of the period of self-isolation, then they can return to usual activities.

### **What to do if your child develops symptoms of COVID 19**

For most people, especially children, COVID-19 will be a mild illness.

The most common symptoms of 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)

If your child develops any of these symptoms of COVID-19 arrangements should be made for them to be tested. At that time all other household members must also stay at home, not go to work, school or public areas, even for exercise.

Please note that if your child does receive a positive test it is essential that you contact the school.

Testing can be arranged by calling 119 or via the NHS website: nhs.uk/coronavirus

When the result of the child's test is known further advice will be available.



## 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:

- 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 [nhs.uk/coronavirus](https://nhs.uk/coronavirus)

## Picking your child up

Your child needs to be collected from school **from 10.45am and where at all possible, must be collected by 12.00pm**. Please come to the entrance of main reception to collect your child. If you cannot collect your child, please arrange an alternative adult and notify the school by text / telephone: 07825 421132.

**Pupils cannot be released without being collected by an authorised adult.**

## Remote Learning

Work will be provided for pupils via Teams, as was during the lockdown period. **Pupils are expected to follow their school timetable** and follow the below instructions to access their learning.

A further guide of how to use Teams can be found on the website: [https://longfield.swiftacademies.org.uk/wp-content/uploads/sites/5/2020/07/LFA\\_Microsoft-Teams-Guide-2020-V1.pdf](https://longfield.swiftacademies.org.uk/wp-content/uploads/sites/5/2020/07/LFA_Microsoft-Teams-Guide-2020-V1.pdf))

- Pupils will log onto Teams via the pupil portal on the school website. They must login using their school email address (found in their planners) and their usual login password
- Pupils should select their timetabled lesson
- Their teacher will provide work and be available to answer questions for the full hour
- Pupils must comment on the teachers post to confirm their attendance
- Pupils can submit work via Teams or by emailing a photograph of their work (if hand written) to the teacher

Please note that your child will be expected to return to school on Monday 5<sup>th</sup> October 2020 unless you receive any further information.

Yours sincerely



Mr N Lindsay  
Head of School