

14 September 2020

Dear Parents/Carers

Firstly, thank you all for your support in working with us by adhering to the measures in place to reduce the risk of a coronavirus outbreak. The guidance below is taken from the government advice and is written to provide you with clear steps and knowledge of the measures in place should there be a case or outbreak of coronavirus. It will cover the symptoms of coronavirus and the actions to take should your child display them, how to get tested and the different scenarios regarding test results and our plans for remote learning should there be a case or outbreak at Merdon.

### Coronavirus symptoms:

The symptoms for coronavirus are any one of the following:

- High temperature
- Change or loss of taste or smell
- Persistent cough

Children displaying any one of these symptoms before arriving at school should remain at home and the school office should be contacted. Any children displaying symptoms should be tested as soon as possible. Children who develop symptoms during the school day will be isolated in a designated room and parents contacted immediately. If any household member is displaying symptoms, the whole household need to isolate until a test result is confirmed.

**If symptoms worsen, it is advised to contact <https://111.nhs.uk/COVID-19> or call 111. If at any stage someone cannot cope with the symptoms, or their condition significantly worsens, in a medical emergency, dial 999.**

### Getting tested:

The quickest way to get a test and the results is by booking an appointment to go to a drive through test centre; couriers pick up completed tests and take them to the laboratory several times a day.

Another way of getting tested for coronavirus is by going to a local walk in test centre. These can be found through [this link](#). Mobile test centres are also circulating the country and information on this can also be found on the link provided and when booking a test. Should you be unable to get to a test centre, the government request that you register for a home testing kit. These arrive quickly and contain all the instructions required for how to take the test. The test should then be posted in the nearest [priority post box](#) and self-isolation continued until the test result has been received.

If you are having difficulties accessing a test kit, please contact the school office or call 119 (England, Wales and Northern Ireland) for kit delivery. Lines are open from 7am - 11pm daily.

Please note that we cannot conduct tests on the school site.

### Test results:

If the test result is **negative**, the pupil may return to school when the symptoms of being unwell have subsided.

If the test result is **negative but** the child is displaying symptoms of coronavirus, the pupil must remain isolated and repeat the test.

If the test is **inconclusive**, a second test should be sought and your child should continue to isolate until there are no symptoms.

If the test result is **positive**, the pupil must remain in isolation for ten days and the rest of the household must isolate for 14 days.

After the isolation period, the school will communicate with the isolated families and staff prior to their return to school.

**Individuals should not be on school premises as long as they are symptomatic.**

### Remote Learning in the event of an outbreak:

The school will make immediate contact with Public Health England who will guide them through the risk assessment advice accordingly. This may result in the closure of year group bubbles and groups of pupils/staff having to isolate.

In the event of a bubble/school closure, we will continue to deliver the curriculum in the following way:

The children who need to isolate will be sent home with a 2 day learning pack. After this period, teachers will deliver the curriculum via Google Classroom. Further information on how to access Google Classrooms will be shared with parent and pupils.

After two days of home learning, teachers will set up and provide learning through Google Classroom. The same planned lessons that would have been delivered in school will be modified to be delivered through a virtual format.

Lessons may not always be 'live' as we recognise that for some families, there have been difficulties accessing remote learning within households due to shared computers and home working. We have a duty of care to ensure that all children can access their learning from home. Please contact the office if you have difficulties accessing the learning.

### School responsibilities:

- To address the guidelines and expectations surrounding remote learning
- To ensure that all children have access to the National Curriculum
- To support families who require additional support regarding accessibility and wellbeing
- To address any concerns/issues relating to the provision and delivery of the curriculum
- To ensure that all the e-safety guidelines are adhered to
- Report all safeguarding concerns

### Staff responsibilities:

- Continue to deliver a High Quality Inclusive Curriculum that ensures all children have access to Teaching and Learning.
- Respond to pupils' learning outcomes through effective feedback to enable each child to make good progress.
- To continue contact with parents

### Pupil responsibilities:

- To keep your Google Classroom login safely in your home school diary
- To complete the learning to the best of their ability
- To send learning outcomes to the class teacher to enable feedback
- To respond to teacher feedback and act accordingly
- To follow e-safety guidelines and 'Tell a Trusted Adult' about any concerns

### Parent responsibilities:

- To work with the school to ensure that home learning is accessible
- To ensure that children complete and return their learning activities as requested
- To inform the school of any concerns regarding e-safety or accessibility

Please do contact us if you require any additional support or guidance regarding any of the content in this letter. We will provide you with information on using Google Classroom in a separate communication and will also be teaching the children how to use this platform later this week.

Thank you for your continued support.

Yours sincerely,

*Claire Martin*

Mrs Martin

Headteacher