

Edward Peake C of E (VC) Middle School

Federation Headteacher: Miss Z J Linington

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Dear Parent/Carer

We would like to reassure you that the school has a robust risk assessment in place to manage the Covid-19 pandemic. The risk assessment can be found on the school website.

In line with the rise of cases nationally, it is unfortunate that we may have to deal with a positive COVID case within the school. We want to assure you that we have a clear process to deal with this situation and below are the steps we will follow:

Stage 1

If we have a pupil who is showing COVID-19 symptoms, they would be isolated away from other children whilst we wait for you to collect them. The parent/carer will be advised to request a test for their child and inform the school of the result. If the child tests negative they can return to school unless they still feel unwell or are told to isolate by NHS Track and Trace.

Stage 2

If we have a member of staff who is showing symptoms they will be sent home and asked to request a test. If we have a member of staff who has received a negative test, they will return to school unless they still feel unwell or are told to isolate by NHS Track and Trace.

Stage 3

If a member of staff or pupil receives a positive test result, they will need to report this to the school and will be contacted by NHS Track and Trace with further advice. The school will also report this to Public Health England and the Local Authority and take advice from them. Public Health England will advise the school on the procedure for identifying close contacts.

Stage 4

Whilst waiting for a response from Public Health England, the Edward Peake Covid-19 prevention, protection and outbreak team will assess individual situations. If required, we may ask staff or pupils within bubbles to self-isolate. Our Deputy Headteacher, Miss H Butchard will lead this team and communicate with external agencies.

Stage 5

Public Health England and the Local Authority will work with us to assess any risks and instruct us on actions we need to take. These actions will be communicated to individuals affected in line with PHE advice.

Close contact means:

- *direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin).*

extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual.

- *travelling in a small vehicle, like a car, with an infected person.*



Full information of the school procedure can be found on the Covid-19 flowchart which accompanies this letter. A list of FAQ regarding Covid-19 symptoms and testing accompanies this letter which will hopefully assist parents/carers.

It is essential that the safety controls in our risk assessment and Covid-19 updates are followed by all members of our community.

We would also like to remind parents/carers to only attend the school for pre-booked appointments. If you are attending an appointment in school, you will be required to wear a face covering.

Thank you for your continued support of Edward Peake Middle School in these challenging and unknown times.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Z. Linington', written in a cursive style.

Miss Linington
Federation Headteacher