



THE THOMAS LORD AUDLEY SCHOOL

Part of The Sigma Trust

Headteacher: Helena Boast BA MEd

15 October 2020

Dear Parent/Carer

I am writing to give you some information about how Thomas Lord Audley School will respond to a positive COVID-19 case if and when this occurs. We are taking a balanced, measured approach to providing the best learning experience we can in a safe way.

If any member of our school based community tests positive for COVID-19 we will follow these protocols. In the case of a confirmed COVID test we will always seek advice from the Department for Education (DfE) and Public Health England (PHE). Their advice for single cases currently centres around the school having effective 'track and trace' in place. If there were multiple cases within the same 'bubble' then we may be asked to shut the 'bubble' and send students home to isolate. We will always follow the advice from the DfE/PHE.

Member of staff tests positive:

We will 'track and trace' all close contacts that were in touch with this colleague for the two days prior to symptoms developing, this includes any students that may fall into this definition. All close contacts will need to go home and remain in isolation for 14 days from the last time that contact was established. If the colleague is fit and well and is self isolating as a close contact precaution, we will work with them on an individual basis to consider how they can work effectively from home to support our students.

Definition of close contact for the purpose of 'track and trace'

- 1) A person who has had face to face contact (**within one metre**) of someone who has tested positive for COVID-19 (even if a face-covering or face-mask is worn), including:
 - Having been coughed on
 - Having a face-to-face conversation within one metre
 - Having skin-to-skin physical contact, or
- 2) Contact within one metre or longer for one minute or longer without face-to-face contact
- 3) A person who has been **within two metres** of someone who has tested positive for COVID-19 for more than 15 minutes

Student tests positive:

We will ask the student and parents to supply information regarding close contacts during social times and the journey to and from school. If appropriate this information will include TLA students who have been close contacts out of school during the preceding 48 hours.

We will use our seating plans to talk to the student's teachers to determine who is deemed to be a close contact using the definition above. Teachers in practical lessons will be asked to tell us who they consider is a close contact given the lessons delivered.



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After close contacts have been determined

The student's close contacts will be collected from lessons and brought to either the main hall or the playground. Phone calls will go out to all parents of close contacts confirming their travel arrangements and the need to self-isolate for a period of 14 days since their last contact with the positive student.

Communications

We will call all parents of students directly affected by this process. We will follow this up with a letter and details about how to access online work. We will write to all parents confirming what has happened and the action the school has taken.

Many parents will be aware of any unfolding situation in school and will want to contact the school. A number of staff will be involved with the school's response to any positive case, we will need to communicate directly with any affected families and need the capacity to do this effectively. Please do not call into reception unless it is an emergency.

Further information about Contacts

Contacts of contacts, e.g. siblings of a close contact that have not themselves come into contact with the positive individual, are not required to self-isolate.

Even if during the self-isolation period the person who was a close contact of a positive case individual tests negative they cannot return to school until the full period of self-isolation has been covered.

If you still have symptoms after 14 days please seek advice from your GP.

I hope this provides you with reassurance that the school has a well planned response to any confirmed COVID-19 case.

Yours sincerely

Mr S Essex
Deputy Headteacher