

7 October 2020

Dear Parent/Carer

I wanted to write to you to confirm the procedure in relation to absences associated with COVID-19.

Can you please refer to the table below for guidance on when your child should isolate, or continue to attend school as normal.

Scenario	Outcome
Household member has symptoms and has tested negative.	Student should isolate until negative test result for household member confirmed. Student can return to school as long as no symptoms in anyone in the household. School will need evidence of negative test result before student returns to school.
Household members has symptoms, awaiting test result.	Student needs to isolate until test result is confirmed negative. School will need evidence of negative test result before student returns to school.
Household member being tested due to work reasons but has no symptoms.	Student can attend school but needs to inform us immediately if the result is positive.
Household members has symptoms and is not being tested but is self-isolating for 10 days.	Student must self- isolate for 14 days.
Household member is self isolating from school/work due to a positive result from another pupil or colleague	Student can attend school providing no one in household has symptoms.
Student has symptoms	Student needs to isolate for 10 days or produce a negative test result (proof must be seen) before returning to school.
Student has been contacted by Track and Trace	Student must isolate for 14 days
Family member has been contacted by Track and Trace	Student must self isolate for 14 days, until household member who has been contacted by Track & Trace has a confirmed negative test and no symptoms in the household – at this point the student can return.
Family member has a positive result, students result is negative	Student must continue to isolate for 14 days

All absences should be reported to the school as soon as possible.

Please note that at no time if there are any doubts with your child's symptoms should your child be sent to school on transport due to the risk of passing to other students or the drivers/escorts.

IMPORTANT: *If your child has been off school due to Covid symptoms or a family member who is displaying symptoms, awaiting results or received a Covid result, can you please phone the school **BEFORE** your child returns to school. Failure to do this could lead to your child being sent home on arrival.*

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The Coppice Academy



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I appreciate that these times are worrying but would like to reassure you that all current government guidance in relation to educational settings is in practice and the safety of all of our students and staff is paramount.

If you have any queries or concerns, please do not hesitate to contact the school or email office@coppice.shaw-education.org.uk.

Yours sincerely

D Ahearn

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