

TLA / GPA

15th October 2020

Dear Parent/Carer,

In light of recent updates from the government in respect of Covid-19, I would like to share with you some additional procedures and measures we will be putting in place this week, along with a reminder of some key elements.

Main Symptoms of Covid-19

The main symptoms of coronavirus are as follows:

- A high temperature – this means you feel hot to touch on your chest or back
- A new, continuous cough – this means coughing a lot for more than an hour, or three or more coughing episodes in 24 hours
- A loss or change to your sense of smell or taste – this means you have noticed that you cannot smell or taste anything, or things smell or taste different to normal

If a student, or a member of their household, displays **one or more** of the symptoms above, they must get a Covid-19 test as soon as possible and stay at home until the test result is received.

However, as we reach the season of colds and sniffles, common symptoms of mild illness such as non-continuous coughs, sore throats, runny and blocked noses and headaches are fairly normal and standard at this time of year and do not require a Covid-19 test. It is important that Covid-19 tests are reserved for those with **at least one of the three key symptoms** described above.

Definition of Close Contact

We have received a number of queries regarding the definition of 'close contact' and can confirm the government guidance reads as follows:

- *a person who has had face-to-face contact (within one metre), with someone who has tested positive for Covid-19, including:*
 - *being coughed on*
 - *having a face-to-face conversation within one metre*
 - *having skin-to-skin physical contact, or*
 - *contact within one metre for one minute or longer without face-to-face contact*
- *a person who has been within 2 metres of someone who has tested positive for Covid-19 for more than 15 minutes*

We encourage all our parents/carers to keep up to date with the latest advice and guidance relating to Covid-19 and this can be accessed via the following websites:

<https://www.nhs.uk/conditions/coronavirus-covid-19/>
<https://www.gov.uk/coronavirus>

Dedicated Email Address

We now have a dedicated email address; covid19@alechunter.com which has been set up for our parents/carers. This email address is to be used for all queries and concerns relating to Covid-19, including student absence and evidence of test results should they be requested.

ALEC HUNTER ACADEMY Stubbs Lane, Braintree, Essex CM7 3NR.
t: 01376 321813 f: 01376 326839 e: admin@alechunter.com w: www.alechunter.com

Student Absence Reporting Form

To enable us to capture as much information as possible about a student's absence, a form will now need to be completed for each student who is absent for reasons related to Covid-19, this includes where a student is self-isolating due to a member of their household showing symptoms or receiving a positive test result, they have been requested to isolate by NHS Test and Trace or are required to quarantine due to travelling to a restricted country.

The completion of this form will also enable us to maintain comprehensive records as well as support the existing processes we have put in place to be able to track the movements of students in the event that a member of our school community tests positive for Covid-19.

The form can be located via the link below and can also be accessed via our school website.

<https://forms.office.com/Pages/ResponsePage.aspx?id=wKKVA7NcKEKdW86vFszRziA8YYEkCYVErmAgl3KcMedUMjUwMUhYTEFMR0ZPVjBCNjIiNk00Tk5YMS4u>

Arrangements have been put in place for those parents/carers who are unable to complete the form themselves. In such circumstances, a member of our staff will make contact with the parent/carer to complete the form over the telephone.

Students who are Eligible for Remote Learning due to Covid-19

We want to encourage all students to attend school, however we also recognise that some students will need to remain at home for reasons related to Covid-19 and the legal requirement to self-isolate. Therefore, work will be provided to enable the student to engage in remote learning, but only where a student meets the following criteria:

- Self-isolation because the student has received a positive test result for Covid-19 (subject to whether or not the student is well enough to engage in remote learning)
- Self-isolation because a member of the student's household has received a positive test result for Covid-19
- Self-isolation because they have been instructed to do so by NHS Test and Trace
- Self-isolation because of quarantine regulations

We will not provide remote learning for non-Covid or **unconfirmed** Covid-related illnesses. Students who are absent for any other illness should be resting and recovering at home as is normally expected and we would not provide a daily timetable of lessons in these circumstances. Students will be expected to catch up with work on their return to school as is normally required.

Finally, and for ease of reference, please find attached a flow chart to guide you through the process should your child, or a member of your household, develop symptoms of Covid-19. As we continue to navigate our way through these uncharted times, your support and adherence to our policies and procedures is greatly appreciated.

Yours sincerely,



Mr T. Lawn
Headteacher

