Date:

**COVID-19 guidelines**

Dear Parent/Carer,

If your child is sent home due to showing any of the following coronavirus symptoms please follow the steps given below.

Main symptoms of coronavirus:

* **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
* **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
* **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

What to do next:

1. Get a test to check if you have coronavirus as soon as possible.
   * This can be done online at <https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name> or via calling 119
2. Stay at home and do not have visitors until you get your test result – only leave your home to have a test. Anyone you live with, and anyone in your support bubble, must also stay at home until you get your result.
3. Report the result to the Academy.

Please find attached a useful quick reference guide for guidance.

Yours sincerely



Mr D McNiffe

Principal

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| **Coronavirus related absences quick reference guide**  **September 2020** | Macintosh HD:Users:kskelding:Pictures:iPhoto Library:Masters:2011:09:05:20110905-104251:Cheltenham Logo[2].jpg |

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|  | **What to do if …** | **Action needed** | **Return to the Academy when...** |
| 1. | My child has Coronavirus symptoms | • Do not come to the Academy and report the absence to 01242 711200 option 2  • Self-isolate  • Get a test  • Inform the Academy of test result immediately | Negative test result – as soon as child feels well.  Positive test result – see step 2. |
| 2. | My child tests positive for  Coronavirus | • Do not come to the Academy and report the absence to 01242 711200 option 2  • Inform the Academy of test result immediately  • Self-isolate for at least 10 days | When they feel better, but not before a minimum of 10 days self-isolation. They can return to the Academy after 10 days even if they still have a cough or loss of smell/taste. These symptoms can last for several weeks once the infection has gone. |
| 3. | Somebody in my household has coronavirus symptoms | • Child should not come to the Academy and report the absence to 01242 711200 option 2  • Self-isolate  • Household member should get a test | The household member has received a negative test result. |
| 4. | Somebody in my household has tested positive for Coronavirus | • Do not come to the Academy and report the absence to 01242 711200 option 2  • Self-isolate for 14 days | The child has completed 14 days of self-isolation and has no symptoms. |
| 5. | NHS test and trace have identified my child as a close contact of somebody with symptoms or confirmed coronavirus | • Do not come to the Academy and report the absence to 01242 711200 option 2  • Self-isolate for 14 days | The child has completed 14 days of self-isolation and has no symptoms. |
| 6. | We/my child has travelled and has to self-isolate as part of a period of quarantine | • Do not come to the Academy if you are returning from a destination where quarantine is needed and report the absence to 01242 711200 option 2  • Self-isolate for 14 days | The quarantine period of 14 days has been completed. |
| 7. | We have received medical advice that my child must resume shielding | • Do not come to the Academy and report the absence to 01242 711200 option 2  • Shield until you are informed that restrictions are lifted and shielding is paused again | Restrictions have been lifted. |