

13th September 2020

Dear Parents/Carers,

Coronavirus Update 21

With a week and more of full-time schooling behind us I need to write to you about what may happen if we begin to have, or even to suspect that we have, COVID-19 within the school or its wider community.

1. Symptoms of COVID-19

We are already familiar with these:

- a high temperature – this means you feel hot to the 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 have noticed you cannot smell or taste anything, or things smell or taste different from normal

2. Responses to Symptoms

If you have any of these symptoms, even mildly, your first step should be to self-isolate. You should then seek a test. To end self-isolation, you need either:

- a) a negative test result or
- b) to wait for 10 days from the onset of symptoms

If someone else in your household develops symptoms or if you are instructed by the test and trace system, you must self-isolate for 14 days. You may end self-isolation early if you and everyone else in your household has had a negative test result.

3. Notifying the School

If your child has to self-isolate for any of the above reasons, please let us know without delay. This should be done by ringing the absence line or e-mailing office@droitwichspahigh.worcs.sch.uk.

4. Developing symptoms whilst at school

If a student develops any symptoms of COVID-19 during the school day, he or she will be isolated in a room which we have set aside for this purpose. We shall notify you without delay and ask you to collect your son/daughter from Reception, which is close to the room where he or she will be. We shall not take any steps to obtain a COVID-19 test. We shall only involve emergency services if the student's condition appears to require urgent and specialised attention.

5. Providing work for students who are at home

We do not want any student who has to self-isolate to fall behind with their work. Your son/daughter's teachers will provide material through Microsoft Teams, epraise or email. We have briefed all of our students on the way to use these systems.

6. Notifying the school of a test result

Please let us know of any test result, whether positive or negative, by phoning reception or emailing office@droitwichspahigh.worcs.sch.uk.

7. What we shall do if a test result is positive

If anyone on the site, whether a student or an employee, tests positive we are required to inform Public Health England. Once that is done, we continue working normally until their local team assesses the situation. What happens after that is in their hands; I am required to follow their instructions as to how we respond. You would, of course, be kept up-to-date with any change to what are now our normal routines.

8. Facemasks

As you know, we now expect all students to carry a face mask and to wear it in busy corridors and other congested indoor spaces. If there is a medical reason why your son or daughter should not wear a face mask, please let us know by ringing Reception or emailing office@droitwichspahigh.worcs.sch.uk.

9. Other Absences

Whilst writing I will take this opportunity to remind you that any medical appointment affecting attendance during the school day should be notified to the school office.

I shall have to write to you again within a week or so, as I am required to do, to tell you about our contingency plans.

Meanwhile, stay safe.

Yours sincerely,



Natalie Waters