

8<sup>th</sup> September 2020

To all Parents & Carers at  
Saffron Academy Trust Schools



Registered address:  
Audley End Road  
Saffron Walden  
Essex CB11 4UH

T: 01799 513030

Company number:  
7618351

Chief Executive:  
Ms Caroline Derbyshire

Dear Parents & Carers,

Now that we have welcomed all students back to our schools, we need to stress how crucial it is that **everyone** within, and associated with, our school communities makes every effort to reduce the risk of transmitting Covid-19. After a long period away from school, we are determined to do our very best to ensure that schools remain open and able to operate as efficiently as possible. To do this we need the full cooperation of staff, students and their families.

So that everyone is clear about our expectations and the steps that we all need to take, we have put together the following summary guidance, which is informed by the latest Government advice for schools. This states that:

Schools **must** minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, **do not attend school.**

The medical advice is clear: **you must self-isolate if you have coronavirus symptoms or live in the same household as somebody who does.** The main symptoms of coronavirus are:

- high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- 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)
- 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

For more information, please read the further [guidance on symptoms](#) and [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)

If anyone at a school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must be sent home.

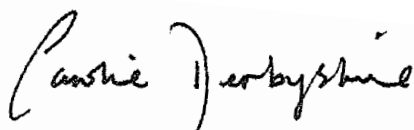
We must **all** follow the guidance, which we have summarised in the table below and which is applicable to all students, parents and staff:

|          |   |
|----------|---|
| <b>1</b> | <b>What to do if a student has coronavirus symptoms</b>   |
|          | <ul style="list-style-type: none"><li>• The student must stay at home and start a 10 day period of isolation.</li><li>• Book a test as soon as possible. To do this visit the NHS website or follow this link <a href="#">arrange to have a test</a>, or call 119</li><li>• Do not go to a GP surgery, pharmacy or hospital unless it is an emergency</li></ul> |

|          |   |
|----------|---|
| <b>2</b> | <b>What will happen and what to do if a student's test is positive and shows they have coronavirus</b>  |
|          | <ul style="list-style-type: none"> <li>• If the test shows that a student has coronavirus, they will be contacted by text, email or phone and will be asked to provide information about the people they have been close to recently.</li> <li>• The student and all other members of their family must remain in isolation at home.</li> <li>• After 10 days if the <b>student</b> still has a high temperature, they must stay at home and away from people until they feel better. They can only return to school once they are well.</li> <li>• After 10 days if the <b>student</b> has only a cough and/or loss of sense of taste or smell they don't have to stay home and away from people any longer and can return to school.</li> <li>• <b>Everyone else</b> they share the house with must still stay at home for 14 days from the first day that the student felt poorly, even if they feel well themselves, or test 'negative' during this period. In this instance, a negative test does not erase the need, as a household member, to isolate for the duration of the statutory 14 day period, because they may not have developed the virus yet.</li> </ul> |
| <b>3</b> | <b>What to do if a student's test is negative</b>   |
|          | <ul style="list-style-type: none"> <li>• This means that the student is at low risk of having coronavirus.</li> <li>• Other members of the household can stop self-isolating. If the student feels well and no longer has symptoms similar to coronavirus, they can also stop self-isolating and return to school. If the student is unwell for a different reason, such as a cold or flu, they should remain at home and avoid contact with other people until they are better. When the student feels completely well, they can return to school.</li> </ul>  |
| <b>4</b> | <b>What to do if someone a student shares their home with has coronavirus symptoms, and/or tests positive for the virus</b>   |
|          | <ul style="list-style-type: none"> <li>• If someone else living in the student's home (i.e. a parent, a sibling, or anyone else who lives in their home) has signs of coronavirus the student must stay at home and self-isolate for 14 days, whether they have coronavirus symptoms or not. <b><i>This is crucial to avoid unknowingly spreading the virus.</i></b></li> <li>• If the student then starts to have coronavirus symptoms, they should stay at home and not meet up with other people for 10 days from when <b>their</b> symptoms started. In this instance, the student must also also seek a test (see point 1 above)</li> </ul>  |
| <b>5</b> | <b>What to do if your child has returned from a country which is not on the travel corridor exemption list</b>  |
|          | Coronavirus regulations mean that your child and any other members of the household who have returned to the UK <b>must</b> self-isolate for 14 days from when they arrive in the UK. NB: this requirement is <b>not</b> altered by receiving a negative Covid-19 test during this period – the 14 day isolation period still applies.  |
| <b>6</b> | <b>How to get a test</b>  |
|          | Online using this link: <a href="https://www.gov.uk/get-coronavirus-test">https://www.gov.uk/get-coronavirus-test</a><br>If you don't have access to the internet, you can get a test by phoning 119.   |
| <b>7</b> | <b>What to do if anyone in the student's household is contacted by the NHS 'Track &amp; Trace' service</b>  |
|          | If you are contacted by 'Track & Trace' and receive advice that your child should self-isolate at home, you must inform the school immediately and follow the advice you have been given.   |
| <b>8</b> | <b>Will my child receive work to complete at home during a period of isolation?</b>   |
|          | Each school will make their own arrangements in this instance and will communicate with Parents & Carers accordingly.   |

I cannot stress how important it is that everyone complies with the guidance – in this way we hope that we can keep our students learning in school, which is surely our common aim.

Yours sincerely,



**Caroline Derbyshire**  
CEO, Saffron Academy Trust