

 **Unit 4 St James Works**

 **St Pancras**

 **Chichester**

 **P019 7NN**

 **Tel: 01243 778202**

 **admin@releasingpotential.com** [**www.releasingpotentialschool.com**](http://www.releasingpotentialschool.com/)

**17th September 2020**

**To All Releasing Potential Parents and Carers**

**COVID 19 arrangements**

**Welcome back to the new academic year.**

**I am writing to provide you with an update on the way the school is responding to any cases of COVID-19 in the school community. At this time we do not have any confirmed cases of COVID-19, but would like to remind you of the appropriate responses should this happen, or should your child develop symptoms. Firstly, please be vigilant for any of the COVID symptoms in your child or family group. Ensure that children stay at home if they develop symptoms, please inform the school, in order to avoid spreading infection to others using the appropriate direct number to Centre Managers:**

**If your home address is in West Sussex call Katy Green 07809 410756**

**If your home is in Hampshire call Wayne Peters 07867 178696**

**You should also seek advice from the Covid line: 119. The NHS website (see link below) sets out clearly the symptoms of COVID-19, if your child has two or more of these symptoms you should keep them at home. This is the clear guidance we have issued to our staff also.**

**Children or staff who become unwell at school will be isolated and then sent home. I have included a table on page two of this document which outlines the school’s expected response in the event of members of our school community developing symptoms or being tested positive for COVID-19. Please take a few minutes to read it and then contact us if you have any questions.**

**It is important to emphasise that, rules and guidelines from central and local government are subject to frequent update and change; our response will need to take account of these developments. Please be aware that we are currently reviewing the way we work with students so as to implement as many infection control ‘bubbles’ within the school as possible.**

**This may mean that your child’s timetable is altered in the coming weeks; we understand that this may cause concern for you, and we apologise in advance for any inconvenience and/or anxiety the changes may bring. We will let you know as soon as possible how the changes will affect your child.**

**Thanks as always for your support.**

**Catherine**

**(Dr) Catherine Brennan**

**Senior Executive Officer, Releasing Potential**

[**https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/**](https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/)

**This is a guide for students, staff and parents/carers which explains how we deal with possible or confirmed COVID19 cases in the school community.**

|  |  |
| --- | --- |
| **Situation**  | **Action** |
| **A student or member of staff tests positive for COVID** | * **The affected person MUST NOT come to school**
* **They (or their parent/carer) will be asked to contact NHS 119 to**
* **arrange a test**
* **The affected person must isolate for 10 days**
* **The whole household must isolate for 14 days from when the**
* **symptoms started**
* **Those who have had contact with the person will be notified**
* **If the test is negative the person and their household can stop self**

**isolating and return to work/school (provided they feel well enough)** |
| **A student or member of staff develops COVID symptoms whilst at school.** | * **Staff wearing appropriate PPE will immediately isolate the person in a designated room away from all other people**
* **If the affected person is a student their parents/carers will be contacted and asked to collect them as soon as possible**
* **If the person is a member of staff they will be sent home immediately**
* **The affected person will be instructed to request a COVID test via NHS 119**
* **Those who have had contact with the person will be notified that someone has developed potential COVID symptoms in school and advised to be vigilant for symptoms themselves**
* **If the test is negative the person and their household can stop self isolating and return to work/school (provided they feel well enough)**
 |
| **A student or member of staff tests positive for COVID** | * **The affected person must self isolate for 10 days and their household must do so for 14 days**
* **Anyone else with symptoms advised to request a test via NHS 119 The school contacts the Health Protection Team (HPT) to notify them of the case.**
* **The HPT carry out a risk assessment and advise the school on appropriate action. The HPT will advise as to whether any other students or staff need to self isolate. The headteacher will notify staff and parents/carers of any required action.**
* **All areas used by the affected person are deep cleaned by staff wearing PPE (this may lead to a brief school closure)**
 |
| **2 or more confirmed cases of COVID in a bubble (year group)** | * **The affected people must self isolate for 10 days and their household must do so for 14 days**
* **The school contacts the Health Protection Team (HPT) to notify them that there are 2 or more confirmed cases. The HPT carry out a risk assessment and advise the school on appropriate action. The HPT will advise as to whether any other students or staff need to self isolate. The headteacher will notify staff and parents/carers of any required action.**
* **All areas used by the affected person are deep cleaned by staff wearing PPE (this may lead to a brief school closure)**
* **Partial or full school closure may be advised by the HPT**
 |