



# St Martin-in-the-Fields High School for Girls

11-19 Church of England Academy Founded 1699

*Service Compassion Justice Perseverance*

Wednesday 22 October 2020

## MANAGING A CONFIRMED CASE OF COVID-19 IN THE SCHOOL COMMUNITY

Dear Families

Since my letters to you informing of confirmed cases of COVID-19 at St Martin's, several parents have contacted me to ask for clarification on what happens when we have been informed and how individual students, or adults, groups or bubbles are identified for self isolation.

I appreciate that when you receive a letter informing you that we have had a confirmed case it can be somewhat alarming. However, I want to assure you that we follow the guidance set out by the Government and Public Health England which is all part of our risk management. This can be found on the government website, guidance for full opening of schools, section 8 and 9 [response to infection and managing a confirmed case in the school community](#)

The process is as follows; once we are notified of a confirmed case, we go back 2 days from when symptoms started when the individual would have been infectious. We check registers and seating plans to identify peers and peer groups who may have been in close contact for more than 15 minutes.

The individual (or their parents/carers) is interviewed to establish their movements, including who they travelled to school with, who they socialised with at break and lunchtimes, anyone they had face-to-face contact with.

Once this has been established the contacts families and the contact would be informed and sent home to isolate for 14 days. The isolation period is 14 days from the last contact they had with the confirmed case.

Letters are then sent home, some separate letters to contacts and then a main letter to the entire school population. This letter gives further information and also confirms that members of households do not need to self-isolate unless they develop symptoms.

Unless you receive a letter from the school informing you that your child or your child's bubble has been identified as a close contact they should attend school as normal. If your child has been informed they have been a close contact they should not get tested unless they are starting to show symptoms but should isolate for the required number of days, which will be detailed in the letter.

The same process when there is a confirmed case with a member of staff.

**Headteacher** Mrs Beverley Stanislaus B.Ed. NPQH

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We have an enhanced cleaning regime in the school and will ensure additional cleaning takes place should this be required.

Please also be reminded that if your child is displaying any of the three covid symptoms, they must not attend school and you should book a test.

- high temperature
- new, continuous cough
- loss or change to sense of smell or taste

Even if they feel well, any student who is waiting for a test result must not attend school until that result is confirmed as negative. Siblings should not attend school either.

The safety of our school community is paramount. We are following the Public Health advice to minimise coronavirus risks and have a risk assessment in place that is monitored and reviewed to ensure protective measures are in place against a system of hierarchy of controls to mitigate risks.

I do hope that the information in this letter has gone some way to clarify the process. If you have any further questions or concerns, please do not hesitate to contact me.

Yours sincerely



Beverley Stanislaus  
Headteacher