



Covid-19

Part 1: What to do if your child or a member of your family is unwell

The following information explains what to do if your child or another member of your family displays symptoms of covid-19.

1.1 Sickness in school

Our usual sickness and absence reporting systems are still in operation. Therefore if your child is sick, please ring the school office by 9am.

1.2 What are the symptoms?

The main symptoms of covid-19 are:

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

Most people with coronavirus have at least 1 of these symptoms.

1.3 What you should do if your child has 1 or more of these symptoms

If your child has any of the main symptoms of coronavirus you must **contact school immediately and report the absence and the reason for absence**. You will need to keep your child at home.

1.4 Information on self-isolation

- **You must seek a PCR test for your child** in order for them to return to school. They must isolate until a negative result. See information about testing below.
- If they cannot do a PCR test, your child must self-isolate for at least **10 days** from when their symptoms started.
- If your child is *not* experiencing symptoms but *has* tested positive for the virus, they must self-isolate for at least 10 days, starting from the day the test was taken. If they develop symptoms during this isolation period, restart their 10-day isolation from the day following the onset of symptoms.
- After 10 days, if they still have a temperature they should continue to self-isolate and seek medical advice.
- They do not need to self-isolate after 10 days if they only have a cough or loss of sense of smell or taste, as these symptoms can last for several weeks after the infection has gone.

1.5 Tracing Close contacts

- NHS Test and Trace will work with positive cases and/ or parents to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where positive case and/or their parent specifically identifies the individual as being a close contact.

1.6 Members of the same household, close contacts and isolation

- Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19 and any of the following apply:

- They are fully vaccinated
 - They are below the age of 18 years and 6 months
 - They have taken part in or are currently part of an approved COVID-19 vaccine trial.
 - They are not able to get vaccinated for medical reasons
- Instead they will be contacted by NHS Test and Trace, informed they have been a close contact with a positive case and advised to take a PCR test.
 - Staff who do not need to isolate, and children and young people aged under 18 years and 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal.
 - They do not need to wear a face covering within school, but it is recommended that that these are worn on school transport.
 - Reduce the spread of infection in your home by washing your hands regularly for 20 seconds using soap and water, or using hand sanitiser, and covering coughs and sneezes.

1.7 Any other sickness

- If your child feels unwell, for example with a sore throat, stomach upset or a headache. They don't need to book a covid test but may need to stay off school and seek medical advice through their GP as usual and only return to school once they feel better.



Part 2: How to get a covid test

Tests can be booked online click [here](#) or over the telephone by calling 101. The nearest drive through test centre is located at Gatwick.

If you cannot get to a centre and are unable to order a test yourself, please contact the school office immediately. We have a limited number of home test kits available. Home test kits are reserved for those who face significant barriers to accessing a test and would not otherwise get tested.

2.1 Getting your test result

You must stay at home until you get your test result. You will receive a text or email when your result is ready.

This can take between 48 – 72 hours. There are 3 types of result you can get:

- negative
- positive
- unclear, void, borderline or inconclusive

2.2 Negative test result

You do not need to self-isolate if your test is negative, as long as:

- you were not told to self-isolate for 14 days by NHS Test and Trace
- you feel well – if you feel unwell, stay at home until you're feeling better. If you have diarrhoea or you're being sick, stay at home until 48 hours after they've stopped.

Positive test result

If your test is positive, you must self-isolate.

If you had a test because you had symptoms, keep self-isolating for at least 10 days from when your symptoms started.

If you have a positive result, but have not had symptoms, self-isolate for 10 days from when you had the test.

Unclear, void or borderline or inconclusive test result

An unclear, void, borderline or inconclusive result means it's not possible to say if you had coronavirus when the test was done. You will need to be re-tested.

2.3 Test and Trace

You will receive an email, text or call from the NHS Test and Trace service if you test positive after having symptoms. You'll be asked where you've been recently and who you've been in close contact with.

2.4 Sharing test results with school

We ask that you contact the school to let the office know the result of the test result as soon as possible.



Part 3: The school's response

3.1 Absence

- If your child is absent from school because they are unwell and showing symptoms of the coronavirus, we will code this as an authorised sickness absence. Since your child is unwell, we will not be sending any home learning, instead we would like your child to rest and recover.
- If your child is absent from school because they are unwell but not with symptoms of coronavirus, this will also be authorised sickness absence.

3.2 If a member of my child's class is sent home with symptoms

The school will always seek permission to share information about children. If parental consent is given, we will inform parents of children in the same class that a child has been sent home unwell. **The class does not need to close and therefore we will expect all children to continue to attend school.**

3.4 If there is a positive case of coronavirus in my child's class

In such an instance we will follow the advice from Public Health South East and the NHS Track and Trace Team. The class teacher will be in touch with the parents/carers of members of their class.

3.5 If there are 2 or more positive cases in the school

The school will work quickly with South East Health Protection Team and Public Health England. We will be directed by the guidance given to us.

3.7 Risk Assessments

The school has completed a full and detailed risk assessment which is in line with guidance from West Sussex and Public Health England. This risk assessment is reviewed weekly and shared with all staff members and the governing board.

The school communicates all updates to parents via the website. If you have any questions or would like further information, please contact the school office.



Part 4: How the school will help

4.1 Q&A at Home

Your child's class teacher will be in contact with you about what would work best for you and your child in regards to home learning. This can include, ILP target work, online learning via websites, email, zoom meetings or paper packages. They will stay in regular contact during this time to ensure that your child is supported at home.

4.2 School lunch

For children who are self-isolating and who are in receipt of the Pupil Premium Grant (PPG) and receive a free school meal, please contact the school office.

4.3 Look after your wellbeing whilst at home

Staying at home for a prolonged period can be difficult, frustrating and lonely for some people and that you or other household members may feel low. It can be particularly challenging if you don't have much space or access to a garden and if you have your own work to do as well as wanting to support your child with their home learning.

It's important to remember to take care of your mind as well as your body and to get support if you need it. Stay in touch with family and friends over the phone or on social media. There are also professional sources of support and information that can help, such as the [Every Mind Matters](#) website.

Think about things you can do during your time at home. People who have stayed at home for a week or more have kept themselves busy with activities such as cooking, reading, online learning and watching films. If you feel well enough, you can take part in light exercise within your home.

Many people find it helpful to remind themselves why what they are doing is so important. Hopefully, none of your family will experience anything more than mild symptoms, but some people are badly affected by COVID-19. By staying home, you are helping to protect your friends and family, and other people in your community, as well as making sure the NHS does not get overwhelmed.

There are things that you can do to help make self-isolation easier. These include:

- planning ahead and thinking about what you will need in order to be able to stay at home for the full duration of isolation
- keeping in touch with school; we will do all we can to support your child and your family
- thinking about and planning how you can get access to food and other supplies, such as medications, that you will need during this period
- asking friends or family to drop off anything you need or ordering supplies online, but make sure these are left outside your home for you to collect
- ensuring that you keep in touch with friends and family over the phone or through social media
- thinking about things you can do during your time at home e.g. cooking, reading, online learning and watching films
- planning out the full days of your self-isolation on a calendar. You may also find it helpful to plan in advance what you will do if, for example, someone in your household were to feel much worse, such as having difficulties breathing
- remembering that physical exercise can be good for your wellbeing, when you are feeling better. Look for online classes or courses that can help you take light exercise in your home.