



17 September 2020

Dear parents and carers

I wanted to write to you to outline how we need to work together to manage situations where your child or someone in your household displays symptoms of COVID-19.

There is no doubt this is very challenging and we share the very real concerns of how we collectively act to combat the risk of infection and any wider spread of it.

The processes outlined below must be followed if your child, or a member of your household, has symptoms of COVID-19.

Scenario 1: my child has symptoms of COVID-19:

Notification:

- You **must** notify the school that your child is unwell by telephone. The number is 01942 767040 – choose Option 1. Your child must not attend school.
- If your child is in school when they present with symptoms, a member of staff will contact you to collect your child immediately.
- Your child will be isolated from other pupils and parents/carers must collect their child from school immediately.

Get a test and send the results to school:

- You **must** book a test for your child. You can do this by going to the website: <https://www.gov.uk/get-coronavirus-test> or dialling 119 for support.
- You **must** show us the outcome of the test, either in person or by email to Mrs Thomason thomasonl@lowtonhs.wigan.sch.uk Your child will **not** be allowed to return to school without evidence of the outcome of the test.
- If you submit a **positive test** result, your child must isolate for **ten days** from when the symptoms started (or the day of the test if no symptoms).
- If you submit a **negative test** result, your child will be allowed to return to school, if they are well enough to attend. Of course, they may be ill with something else.

CARING, LEARNING AND SUCCEEDING

School Work:

- We will send work to your child's school email. We expect them to complete the work if they are well enough to study.

Scenario 2: a member of my household has symptoms of COVID-19:

Notification:

- You **must** notify the school that a member of your household has symptoms of Covid-19.
- The number is 01942 767040 – choose Option 1.
- Your child **must not** attend school.

Get a test and inform school of the result:

- The household member with symptoms **must** get a test.
- The whole household **must** self-isolate while waiting for the test result.
- If the member of the household receives a **positive test result** your child must isolate for 14 days from the day the symptoms started (or the day of the test, if they have no symptoms).
- If the member of the household receives a **negative test result** you must show us the outcome of the test, either in person or by email to Mrs Thomason thomasonl@lowtonhs.wigan.sch.uk
Your child will not be allowed to return to school without evidence of the outcome of the test.
- Your child should return to school immediately.

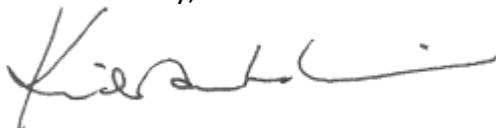
School Work:

- We will send work to your child's school email. They must complete the work set.

It is the normal position of any school to want all its pupils to be in school – and this remains our position. However, it is also our moral and civic duty to do all we can to prevent the spread of COVID-19 and therefore we are required to take these steps.

Thank you for your co-operation and understanding at this exceptional time.

Yours faithfully,



Kieran Larkin
Headteacher