



24th September 2020

Dear Parent/Carer

Procedures in the event of a positive COVID test in school

A number of schools around the country have had to send groups of pupils home to self-isolate after being informed of positive cases. As you are aware, this week Year 11 have been required to self-isolate as we have had a small number of positive Covid-19 tests within the Year 11 'bubble'.

I am writing to explain our planning for the event of positive tests in School.

Sending pupils home to isolate

If a pupil tests positive, the School will contact Public Health England and conduct internal track and trace to identify "close contacts", who will be required to self-isolate. Those ("close contacts") pupils have to stay at home for 14 days from their last date of contact with the pupil.

Close contacts refer to interactions in the 48 hours before the positive case began to develop symptoms or had a test. This will normally include pupils within two metres in a lesson environment and other people they spent time with, such as friends they sat with at lunch.

Public Health England could require even larger numbers of pupils to stay at home if they identify a cluster of cases, or there is not a direct contact link between the cases.

If a decision is made outside of school hours, we will email all affected parents and pupils to instruct pupils to self-isolate and not to attend school.

If a decision is made during the day, then we need to send pupils home as soon as possible:

- Pupils in **Years 7 to 9**: We will try to phone parents. We will ask whether pupils can make their own way home, or whether parents can come to collect them.
- Pupils in **Year 10 and above**: We will email parents and send pupils home straightaway. Please let the school know now if you are not happy for us to release your son in this way.
- Pupils who cannot get home immediately will be supervised while they wait.

We will also write to all parents to let them know the situation, whilst respecting the confidentiality of the individual(s) who has tested positive.

Educational Provision

As a School, we will assess the number of 'close contacts' that have been impacted. If the number of contacts exceeds a threshold, the whole Year 'bubble' may be sent home. In Year 7, this is likely to be a form sized 'bubble'. In Years 8 and 9, this is likely to be a half year group 'bubble'. In Years 10 to 13, this is likely to be a year group sized 'bubble'. The decision to send a 'bubble' home to self-isolate would be made after considering the number of potential exposures and therefore the potential for increased transmission within the bubble.

The educational impact on our pupils will also be a strong consideration. At AGSB we are confident of being able to deliver high quality remote education. Therefore, if a threshold is reached, teaching a whole Year 'bubble' remotely (using live lessons on Teams) may be preferential to a 'mixed economy' provision of face to face and remote learning.

Remote learning on Microsoft Teams

In the event of sending pupils home, most teachers will use email, Microsoft Teams or Show My Homework (SMH) as the most immediate way to set work. Pupils should check their emails, Teams and SMHW for instructions. If they do not receive work within 72 hours, they should email their teacher.

Older students can also prepare now by thinking about what work they would start with – whether wider reading, organising their notes, or completing past papers.

If entire classes or year groups are off school then we will then deliver lessons via Microsoft Teams as we did during the recent School closure. Teachers will schedule lessons in the Teams calendar, following normal lesson timings.

Teams allows teachers to stream audio or video, share resources and collect work. Most existing pupils are experienced Teams users, and new pupils have received introductory training.

Other scenarios

There are other scenarios in which the school might not be able to teach all pupils in person. For example, large numbers of isolating staff might make full supervision of pupils impossible. The Government has also told schools to plan for the possibility of "Tier 2" restrictions, which could involve schools in an area opening to only half their year groups on a fortnightly rota basis. If this was the case, we would use our two-week timetable to rotate year groups.

It will be clear from this letter that just a small number of cases can have a huge impact (as it has done this week), ***so please keep your son at home if they or anyone in your household has suspected symptoms.***

It goes without saying that we are hoping for the least possible disruption.

Yours faithfully



Mr G A Wright
Head Master