



7 September 2020

Dear Families,

Students with COVID-19 symptoms

We are writing to remind you of the protocol for students displaying symptoms of coronavirus whilst in school. The main symptoms of coronavirus are:

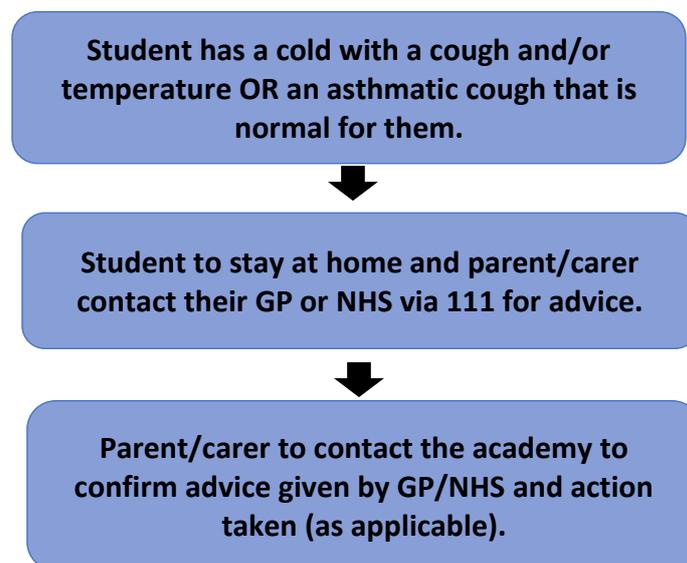
- a high temperature
- a new, continuous cough – this means coughing a lot, for more than an hour, or 3 or more coughing episodes in 24 hours
- a loss or change to sense of smell or taste – this means they cannot smell or taste anything, or things smell or taste different to normal

In the event that your son/daughter displays symptoms of coronavirus whilst in school we will isolate them immediately and ask that he/she is collected straight away. You will need to arrange a COVID-19 test by calling 119 or visiting www.nhs.uk/coronavirus. When a student is sent home with suspected coronavirus symptoms a letter will be issued the same day to all families of students within that 'bubble'. A flowchart of this procedure can be found on the academy website [here](#).

We ask all families to follow these procedures and work in partnership with us to protect the health and well-being of the academy community the best we can.

Common colds and coughs

We are now entering the season of coughs and colds and have already received a number of enquiries from parents regarding what to do if their son/daughter has a cold/cough or an asthmatic cough that they normally get this time of year. Following advice taken from Public Health England (PHE), the DfE and the NHS we ask all families to follow the advice detailed below:



Absence from School

When notifying the academy of your son/daughter's absence from school please ensure you provide the reason and if he/she is displaying potential coronavirus symptoms please ensure you let us know.

Should you have any questions relating to the contents of this letter please contact the academy on 01732 500600 or email secretary@hayesbrook.kent.sch.uk.

Kind regards



Nicki Young
Head of Academy Administration