



18 September 2020

Dear Families,

Important information in the case of closure of year group bubble

As you know we have rigorous routines and procedures in place to maintain the health and safety of students when on site. Like all schools we have fully implemented all government advice for schools in light of the pandemic and have added some of our own additional measures which are specific to the context of our academy. This is to ensure we do everything possible to manage the risk of transmission.

All students are taught in bubbles with dedicated areas and teaching spaces. Students do not mix with or use spaces and equipment allocated to students in other bubbles. Nonetheless we cannot totally eradicate the risk of transmission and we are learning from the experiences of other schools locally and nationally who have had to close bubbles and send students home in the event of a confirmed case of COVID-19.

I am writing to brief you on the procedures that are in place should we have to take the same course of action. Please read the following information very carefully. The following actions will be taken if we receive notification that a student has received a positive test result and we have to send students home:

1. All affected students will be isolated and supervised with appropriate social distancing in place.
2. Families will be contacted by text and email immediately – at this stage we will give you as much information as we have around the circumstances and expected return date for students.
3. Students will need to be collected from school straight away – it will not be possible for them to stay on site because they cannot be collected – this poses a transmission risk to staff and students.
4. Students **will not** be permitted to use school buses and should **not use** public transport.
5. Students who usually walk to school will be allowed to leave once the notification (in point 2 above) has been sent to families.
6. A follow up letter will be sent to families of affected students with more information about the isolation period and work being set for students plus any additional information.
7. We will write to families in other year group bubbles to advise that we have closed a bubble but to give reassurance that their child can attend school as normal. This is important as we are aware that some students may mix when they are out of school.

Things for you to consider/plan for:

Help us plan by following the link [here](#) to give advance permission for your child to be allowed to **walk** home in the event of a bubble closure.

- Alert your employer (where applicable) that you may need to collect your child at short notice or make a contingency plan for your child to be collected if they cannot walk home.
- Inform your child's Head of Year if your circumstances at home mean your child does not have any access to Show My Homework.
- Students sent home to self-isolate will not be permitted to return to school until the end of the isolation period – even if their parents are key workers.
- Other members of the same household do not need to isolate unless they develop symptoms.
- Share this information with your child so they are aware of what could happen in the event of confirmed case and what they will be expected to do. The academy will of course brief students at the time.

We appreciate the complexities of having your child at home and we hope we will never have to close a bubble. Please be assured that if we do it will be after consultation with Public Health England and in following their advice. We will be doing it to reduce the further spread of COVID-19 to others in the community.

Please also find attached to this letter a summary of what to do should: your child develop symptoms of COVID-19; someone in your household develops symptoms of COVID-19 or where the NHS Track & Trace has identified that your child has been in close contact with someone with symptoms of COVID-19.

Finally, all staff within the academy are alert to noticing symptoms of COVID-19 and will remove a student from class if they believe the student is symptomatic or where the student informs a member of staff that they believe they are. Unfortunately we have had a couple of students who have complained of such symptoms to excuse themselves from lessons and go home. As you can appreciate the academy resources are evermore stretched at this time with staff going over and above to ensure the health and wellbeing of students and colleagues. Dealing with unnecessary disruption like this has a significant impact on staff and the efficient running of the academy. Where a student is found to be dishonest in this way appropriate sanctions will be put in place – it will not be taken lightly. Please talk to your son / daughter about this to ensure they understand the impact of such inappropriate behaviour and the consequences for their actions. In order to support the effective implementation of our revised health and safety provision in relation to COVID-19 we have made an addendum to our behaviour policy. This is available on our website [here](#) - this policy is subject to ratification by the Academy Council.

Thank you for your continued support in keeping our community safe. If you have any questions please do not hesitate to get in contact with us through the school office.

Yours sincerely



Daniel Hatley
Executive Principal



Covid-19 Information for Parents – Student Absence

Concern	Required Actions	When to return to School?
<p>My child has ONE OR MORE Covid-19 symptoms:</p> <ul style="list-style-type: none"> - High temperature - A new continuous cough - A loss or change to sense of smell or taste 	<p>DO NOT COME TO SCHOOL</p> <ul style="list-style-type: none"> - Contact the school immediately by phone or by emailing attendance@hayesbrook.kent.sch.uk - Student to self-isolate for 10 days – other members of the same household should self-isolate for 14 days - Get a test by contacting NHS 119 <p>Inform the academy of the test result as soon as you are made aware</p>	<p>If you have a NEGATIVE test result you must contact the school via: attendance@hayesbrook.kent.sch.uk - Student can return to school</p> <p>If you have a POSITIVE test result INFORM THE SCHOOL IMMEDIATELY using attendance@hayesbrook.kent.sch.uk. Students can return to school after 10 days if they are well enough to do so</p>
<p>Someone in my household has Covid-19 symptoms</p>	<p>DO NOT COME TO SCHOOL</p> <ul style="list-style-type: none"> - Contact school to inform us either by phone or using: attendance@hayesbrook.kent.sch.uk - Self-isolate the rest of the household for 14 days <p>Inform the academy of the test result as soon as you are made aware</p>	<p>If the test is negative, you must contact the school using attendance@hayesbrook.kent.sch.uk and the student can return to school unless they are displaying symptoms.</p> <p>If the test is positive or a test is not taken student can return to school after the 14 days isolation period unless they are displaying symptoms</p>
<p>NHS Track & Trace has identified my child has been in close contact of someone with symptoms of Covid-19</p>	<p>DO NOT COME TO SCHOOL</p> <ul style="list-style-type: none"> - Contact school to inform us either by phone or using attendance@hayesbrook.kent.sch.uk - Self-isolate the rest of the household for 14 days 	<p>Students can return to school after the 14 days isolation period unless they are displaying symptoms.</p>
<p>Child is unwell with any other symptoms</p>	<p>Parent/Carer should decide if student is well enough to attend school in the usual way. DO NOT CONTACT THE SCHOOL FOR MEDICAL ADVICE, ADVICE SHOULD BE SOUGHT BY CALLING NHS 111. If a student is not well enough to attend school, you must inform us either by phoning the school or emailing attendance@hayesbrook.kent.sch.uk</p>	<p>Student returns to school when they are well enough.</p>