



Dear Parents, Carers and Guardians

11 September 2020

Students are returning to Lord Grey Academy by phased return this week and we are looking forward to welcoming them all back into school. I am writing to you to outline additional attendance procedures for this term that now take in to account new circumstances during the Coronavirus pandemic.

School attendance is expected from all students but there are some new circumstances where students cannot attend school because of Coronavirus.

1. If your son or daughter is displaying one or more of the following symptoms then they must not attend school.

- a new continuous cough
- a high-temperature
- a loss of, or change in, normal sense of taste or smell

Parents should follow the advice found on the NHS website [Check if you or your child has coronavirus \(COVID-19\) symptoms](#) Here you will find comprehensive information about how you should get a test and what to do if the result is positive or negative. You must inform the school of your child's absence by calling the absence line **01908 626167**. If your child has a negative test result then they may return to school but you must send in a copy of the test result to Student Services before they enter the school. If your child has a positive result then you will be told how long your child and members of the household will need to self isolate for. Your child will not be able to return to school until the period of self isolation has ended or they have a negative test result, and they are feeling well. **You must inform the school if your child has a positive test.**

2. Students who are required to self isolate as a member of the household has confirmed Covid-19
Students must stay at home for 14 days if another member of the household has tested positive. **You must inform the school if your child is self isolating because a member of the household has confirmed Covid 19.**

3. Students who are required by legislation to self isolate as part of a period of quarantine after returning to the UK, should remain at home for a period of 14 days. You must inform the school if your child is not attending school because they are in quarantine.

Maintaining good attendance is the key to success at school and we urge parents to support good attendance habits at all times. We must also take the threat that the virus poses seriously and follow the procedures exactly in order to minimise the risk of transmission. It can be difficult to separate the symptoms of Covid 19 with other common illnesses that young people get from time to time. If you are not sure whether to send your child into school please seek advice from NHS services.



Should your child become ill during the school day we will support them as usual in Student Services. If your child displays one or more of the symptoms of Covid -19 they will be seated in our dedicated quarantine room and monitored carefully until a parent or carer can collect. Your child will need to be tested. If the test result is negative then your child can return to school. Your child will not be allowed back into school until we have received a copy of the negative test result. If the test is positive then you must follow the advice provided by the NHS.

If you have any queries regarding attendance and Covid 19 please do not hesitate to contact us at school.

Yours sincerely

Rob Page

Vice Principal

Email: rob.page@lordgrey.org.uk

Tel: 01908626110

Sarah McVeigh

Attendance Officer

Email: sarah.mcveigh@lordgrey.org.uk

Tel: 01908 626167/626176