



11th March 2020

Dear Parents

As part of our robust protocol, to minimise the risk of contagion of the flu virus in our school, we thought it appropriate to have a protocol available for parents and staff, for when we do have a pupil at school with a temperature of 38 °C or above. Children running a temperature is part and partial of school life, and in most cases, it amounts to nothing; however, these are extraordinary times, and we are dealing with a fast-evolving situation.

As we have a duty of care to our most vulnerable staff and pupils, as well as the rest of the school and their families, we have decided to advise staff of the following protocol to manage risk.

1. As and when a pupil complains of not feeling well, or displays symptoms of flu (fever, cough and difficulty in breathing), the teacher in immediate charge of the class will take the temperature of the pupil. If the temperature measures 38 °C or above, the pupil will be requested to go straight to the office where the pupil's temperature will be verified.
2. If the pupil is verified as running a temperature, the parent will be notified and requested to come and collect their child as we would typically do with a pupil who is not well.
3. In the meantime, the pupil will be kept away from communal areas, either in the first aid room, or if not available, then another area away from communal areas. The pupil will not be left alone at any time.
4. Parents will be asked whether they have travelled to any other country abroad in the last 14 days so that we can assess the risk factor.
5. Pupils will be asked to stay home and can return to school after one full day that all symptoms have dissipated. We request that parents notify the school that their child is clear of any flu symptoms and that the pupil is returning to school.
6. On the day of discovering that a pupil is not well, we will also test the temperatures of the rest of the class. If any of the classmates are running a temperature, we will follow the same procedure as above, and do a risk assessment with the help of NHS111, to make appropriate decisions to reduce the risk of possible Covid-19 contagion.

We understand that it can be an anxious time for our pupils, so we will endeavour to make this process as stress-free and relaxed as possible and ensure that all children understand that we are proceeding like this for the benefit of all.

Kind regards,

The Heads