



11<sup>th</sup> November 2020

Dear Parents & Carers

As you are aware we have had our first positive Covid case in school last week. We think you will agree that we have been extremely fortunate to have made it to the middle of November without having to close or partially close any bubbles. Now that we have, we thought it would be helpful to outline in more detail the protocol for if your child tests positive for Covid 19.

Firstly should your child receive a positive test for Covid 19 and you receive the results during the school day you must phone the school and speak to a member of staff. You will be directed to our website to complete a form.

A member of the senior team will then call you back to gather further information. If you have not received a call within an hour of telephoning us, then please call us back.

We will then speak to Public Health England and they will instruct us of our next steps and which students to track and isolate. This process is a delicate one and can take some time.

Our priority will always be letting our students and staff know and sending them home first before we email out more detailed information to parents. Please bear with us whilst we work through this process. It is helpful if you do not try and contact your child as this blocks lines of communication. If your child should need to be sent home during the day to isolate you will either be contacted by phone by a member of staff or your child will contact you under the guidance of a senior member of staff who will witness that you have confirmed that they can leave the school site to go home.

We will then start the process of emailing details to parents whose children have been affected, to confirm what has happened and the arrangements for isolation and how work will be provided for those students who are isolating.

We will also make all parents in all year groups aware that we have had a positive case.

If your child receives a positive test over the weekend or if school is closed for a holiday period you must still contact the school. Please go straight to the website and complete the form. This can be found under the Covid-19 tab. If you click on the tab you will see a page titled Inform us of Test Results or you can click this link:

<https://www.wvacademy.org/coronavirus/inform-us-of-test-results/> You will be contacted

by a member of staff for more details and we will start of our internal track and isolate process.

If we have a staff member test positive we will follow a similar system and will contact you accordingly. We know this can be a worrying time for everyone so please continue to get in touch if you have any concerns.

Kind regards

Tim Marston  
Headteacher