



The Oak-Tree Group of Schools

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Group Managing Principal

Mr Matthew Hagger B.A. (Hons), M.Ed., PGCE

17 September 2020

Dear Parents and Staff

Re: Guidance for children and adults with possible Coronavirus symptoms

There has been some confusion recently from families about whether or not to send children to school if they are unwell. This is somewhat inevitable due to the colds and other illnesses that generally go around at this time of year, some of which carry the same or similar symptoms to the Coronavirus.

We are not medical experts and can only refer to the guidelines set by the NHS, Department for Education and Public Health England. Please bear in mind that we cannot diagnose children or adults from symptoms described to us. Instead, please follow the direction published by these bodies as set out below.

Main Symptoms

According to the latest NHS guidance (<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>), the main symptoms of Coronavirus are:

- **A high temperature**
This means you feel hot to touch on your chest or back (you do not need to measure your temperature).
- **A new, continuous cough**
This means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual).
- **A loss or change to your sense of smell or taste**
This means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

Most people with Coronavirus have at least one of these symptoms.

This week we have had queries about runny noses, sneezing, stomach aches, diarrhoea or general sickness. Although these are not symptoms of Coronavirus, the confusion comes from the associated raised temperature or new coughs that might also develop.

It remains our policy that children and staff must not come to school if they are sick. In these cases, please refer to Part 1 of the Sickness and Medication Policy published on our website for the standard exclusion periods.

Action to take

The following is summarised advice taken from publications by the Local Authority, NHS, Public Health England and the Department for Education. It applies to all children and adults:

1. **If you have possible symptoms of Coronavirus:**
 - Self-isolate for at least 10 days from when your symptoms started and notify us immediately.
 - Arrange to have a test to see if you have Coronavirus, following the link <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>.
 - Use the NHS 111 online Coronavirus service <https://111.nhs.uk/covid-19/> if you are worried about your symptoms or you do not know what to do.



Braeside School

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Braeside School is the trading name of Braeside School Ltd, registered in England to 6 Albion Hill, Loughton, Essex IG10 4RA Company no: 0783067



Coopersale Hall School

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The Oak-Tree Group of Schools is the trading name of Oak-Tree Schools Holdings Ltd, registered in England to 6 Albion Hill, Loughton, Essex IG10 4RA Company no: 03033574

Directors:

Mr M Hagger B.A. (Hons), M.Ed., PGCE
Mr N Hagger M.A. (Oxon)
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Principals:

Mr M Hagger B.A. (Hons), M.Ed., PGCE
Mrs C Osborn B.A. (Hons), MSc., PGCE

Group Bursar:
Mrs S Hewitt

- Do not come to school unless you have tested negative or you have waited 10 days from the symptoms developing (14 days if in close contact with a confirmed case). This includes if you are awaiting a test and/or you suspect the symptoms are due to other illnesses.
- The whole household should isolate until you receive the result of the test, including siblings who would normally come to school and who are not showing any symptoms.
- It will not normally be necessary to isolate the rest of the bubble in school unless the test result is positive and the bubble has been in close contact with the individual during the infectious period.

2. If you test positive for Coronavirus:

- Notify us immediately.
- Self-isolate for 10 days starting from the day the test was taken.
- Anybody in the household should isolate for 14 days.
- We will contact the new Department for Education helpline 0800 046 8687 if there is a confirmed case of Coronavirus in school and will follow the direction given based on the latest public health advice.
- We will inform you if there is a positive case in school. However, we will not contact you about suspected cases to minimise anxiety and confusion.
- If an individual tests positive for Coronavirus, all close contacts (less than 2m apart) may be required to self-isolate. This includes school bubbles.
- Contacts of contacts, eg siblings or friends of a close contact who have not themselves come into contact with the positive individual, are not required to self-isolate.

3. General Procedures:

- If you live with somebody who has symptoms or who has tested positive for Coronavirus then you should self-isolate for 14 days.
- A staff member can come to work if their child has come into contact with a positive individual as they are not a contact of the infected person, unless their own child goes on to display symptoms. In this case, they will need to self-isolate for 14 days as above.
- Anybody showing symptoms of Coronavirus whilst at school will be required to go home and start self-isolation. Children waiting for a parent or guardian to arrive will be moved to our designated isolation room and supervised by a member of staff wearing the appropriate PPE until picked up.

Please try to avoid calling our office team to ask for advice about what course of action to take if your child has possible Coronavirus symptoms. Not being medical practitioners, I am sure you appreciate that this puts us in a difficult position and our team will only be able to point you towards the summarised guidelines above or the original publications.

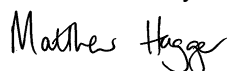
The following guidance from Public Health England contains further useful advice:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Whilst writing I thought you might be pleased to hear that we received a 'spot check' from the Health and Safety Executive yesterday afternoon about our Coronavirus procedures that we passed with flying colours. The HSE is currently conducting these checks nationwide to ensure that schools follow the various guidelines correctly.

As ever, thank you for your continued support as we navigate through this ongoing pandemic. We all appreciate your patience working with us.

Yours sincerely



Matthew Hagger
Group Managing Principal



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