



# Castle Donington College

Principal: Mrs Julie Sheppard

Vice Principal: Mr Nathan Barratt

Assistant Principal: Mr Ben Wilkinson

JS/LD/C1

11<sup>th</sup> September 2020

Dear Parent/Carer,

My assembly theme next week is 'Thanks'. I wanted to share with our young people my gratitude for the way they have conducted themselves on their return to the College. New and long serving pupils alike have stepped up, adapted and embraced the Covid safe rules we have put in place and settled into learning successfully.

I will thank the teaching and support staff too. They have worked tirelessly to ensure unfamiliar routines and procedures are adhered to; have adapted their normal way of working to ensure the Year Zones are separated and are delivering a curriculum, which is building confidence and getting our pupils back on track.

I would also like to take this opportunity to thank *you*, as our parents and carers; for your support of the College and the changes we have made, for ensuring your child is equipped and ready to learn and for your role in nurturing the kind, caring and wonderful children we serve.

I am sure like me, your family were hoping life would have returned to normal by now. It is with a heavy heart that I write to tell you this is not the case and as we hear more and more in the media, we may not see an easing of restrictions until next spring. The cases of Covid 19 are on the rise again.

I know a number of schools who now have had a positive case amongst pupils /staff and have had to take action. I hope the College will be able to remain Covid free but I felt it is necessary to inform you of our action plan, should we face a single case or an outbreak.

I understand that if /when we do have a positive instance in College, you will feel anxious and concerned. Please be assured that we will take all the steps and follow all the advice to ensure the College remains safe. We will establish a triage email for enquiries and I ask you check our website and your email regularly for updates and information. These are still uncertain times. It is vital that we work together and follow the national guidance. Please regularly remind your child of the part they play; their responsibility for hand hygiene and social distancing from teachers and other pupils not in their Year Zone.

As always, I am grateful for your support. Please do not hesitate to get in touch if you need further information.

Yours faithfully,

Julie Sheppard  
Principal

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## Covid 19- Information For Parents/ Carers

### If there is a confirmed case of coronavirus

If we become aware that someone has tested positive, we will contact The Local Health Protection Team. This team will also contact us if they become aware that someone at the College has tested positive.

The Health protection Team will carry out a rapid risk assessment to confirm who has been in close contact with the person when they were infectious.

Close contact means:

- **Direct close contact** - face-to-face contact with an infected person for any length of time, within 1 metre, including:
  - Being coughed on
  - A face-to-face conversation, or
  - Unprotected physical contact (skin-to-skin)
- **Proximity contacts** - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person
- **Travelling in a small car with an infected person**

Together with the College, this team will make sure anyone in close contact are asked to self-isolate. We will fully co-operate with this action and will contact affected families as soon as possible. Our current Covid Safe plan ensures we know which staff and children are in close contact with each other throughout the day. It is important you also know who your child is in close contact with on their way to and from College and outside school hours.

We will not share the names or details of people with coronavirus unless it is essential for protecting others.

### If there is a possible outbreak

If there are two or more cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, we will work with our local Health Protection Team to decide if additional action is needed. In some cases, the team may recommend that a larger number of other pupils self-isolate as a precautionary measure, such as the whole year group. Whole-school closure will not generally be necessary, and we have been asked not to consider this except if our Local Health Protection Team advises it. If an outbreak is confirmed, a mobile testing unit may be dispatched to the College.

### How to stop COVID-19 spreading

There are things you can do to help reduce the risk of you and anyone you live with getting ill with COVID-19.

- wash your hands with soap and water often – do this for at least 20 seconds
- use hand sanitiser gel if soap and water are not available
- wash your hands as soon as you get home
- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- put used tissues in the bin immediately and wash your hands afterwards

Further information is available at <https://www.nhs.uk/conditions/coronavirus-covid-19/>