

## Action Guide for Parents

### COVID-19 Related Pupil Absence

#### Important Contact details

College Email	for COVID-19 related messages	<a href="mailto:postroom@cdcollege.uk">postroom@cdcollege.uk</a>
College Absence line	For general absence information and all COVID-19 related absence	01332 810528 option 1
College Reception	For general enquiries	01332 810528
College Website	For general COVID-19 related information and updates	<a href="http://www.cdcollege.co.uk">www.cdcollege.co.uk</a>

	What if....	Action	Return to College when...
1.	<p>My child has COVID-19 symptoms (any or all)</p> <ul style="list-style-type: none"> <li>• <b>A high temperature.</b> This means they are hot to touch on their chest or back</li> <li>• <b>A new continuous cough.</b> This means coughing a lot more in an hour or 3 or more coughing episodes in 24 hours</li> <li>• <b>Loss of or change to sense of taste or smell.</b> This means your child has noticed they cannot taste or smell anything or food smells or tastes different to normal.</li> </ul>	<p style="text-align: center;"><b>Do Not Send Your Child To College</b></p> <ol style="list-style-type: none"> <li>1. In an emergency call 999</li> <li>2. Contact the College</li> <li>3. Self-isolate the household for 14 days</li> <li>4. Get a test for the pupil and inform the College of the result</li> <li>5. If after 10 days, your child still has a temperature, they should continue to self-isolate and seek medical advice</li> </ol>	<p>You provide the College with evidence of a negative test result.</p> <p>Or pupil has self-isolated for 10 days from date of College being informed and the child feels well.</p> <p>You have agreed a return date with the College.</p>
2.	My child has tested Positive for COVID-19	<p style="text-align: center;"><b>Do not send Your Child to College</b></p> <ol style="list-style-type: none"> <li>1. Contact the College.</li> <li>2. Confirm an earliest day for possible return. Your child must stay at home for 10 days minimum</li> <li>3. The household must self-isolate for 14 days</li> <li>4. If your child is well enough they can access Remote Learning through their Satchelone 'Classwork' account</li> <li>5. Members of the household should self-isolate for 14 days</li> </ol> <p>See Stay at Home guidance  <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p>	<p>After 10 days, even if your child has a cough or their sense of taste and smell has not returned (These symptoms can last for a number of weeks.)</p> <p>AND your child feels well.</p> <p>You have agreed a return date with the College.</p>
3.	My child has tested Negative for COVID-19	<ol style="list-style-type: none"> <li>1. Contact the College.</li> <li>2. Confirm an earliest day for possible return, subject to the following <ul style="list-style-type: none"> <li>• Everyone they live with who has symptoms tests negative</li> <li>• Everyone in their support bubble who has symptoms tests negative</li> <li>• They are <b>not</b> a contact of a confirmed case</li> <li>• They are well – if they feel unwell, stay at home until feeling better</li> </ul> </li> </ol>	<p>You provide the College with evidence of a negative test result</p> <p>Or pupil has self-isolated for required number of days from date of College being informed and the child feels well.</p> <p>You have agreed a return date with the College.</p>

4.	My child is ill with but not with COVID-19 symptoms	<ol style="list-style-type: none"> <li>Contact the College to inform us via email to <a href="mailto:postroom@cdcollege.uk">postroom@cdcollege.uk</a> or phone 01332 810528 (option 1)</li> <li>Contact the College on each day of illness.</li> </ol>	When your child is feeling better. After 48 hours following the last bout of sickness, diarrhoea or fever.
5.	My child lives in a household where someone has COVID-19 symptoms	<p><b>Do Not Send Your Child To College</b></p> <ol style="list-style-type: none"> <li>Contact the College</li> <li>Household member must get a test</li> <li>Members of the household should self-isolate for 14 days.</li> </ol> <p>See Stay at Home guidance <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p>	You provide the College with evidence of a negative test result.  Or pupil has self-isolated for 14 days from date of College being informed and the child feels well
6.	My child lives with someone who has tested positive with COVID-19	<p><b>Do Not Send Your Child To College</b></p> <ol style="list-style-type: none"> <li>Contact the College</li> <li>Confirm earliest date of return (14 days minimum)</li> <li>Members of the household should self-isolate the household for 14 days</li> </ol> <p>See Stay at Home guidance <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p>	Your child has completed agreed 14 days of isolation
7.	My child has been in contact with someone who has displayed one or more symptoms of COVID-19 and has taken a test.	Castle Donington pupil can continue to attend College unless and until <ul style="list-style-type: none"> <li>The person with symptoms has a confirmed positive test result</li> <li>Your child develops symptoms themselves</li> </ul>	Castle Donington pupil can continue to attend College.  Or, an agreed date if a positive test result or symptoms present.
8.	A sibling attending another school has been sent home to self-isolate due to there being a positive case in their school.	<ol style="list-style-type: none"> <li>The sibling must self-isolate for 14 days.</li> </ol>	Castle Donington pupil can continue to attend College.
9.	My child has been identified by NHS Test and Trace as being in close contact of someone with confirmed COVID-19	<p><b>Do Not Send Your Child To College</b></p> <ol style="list-style-type: none"> <li>Contact the College</li> <li>Self-Isolate the household/support bubble for 14 days</li> <li>Confirm earliest date of return (14 days minimum)</li> </ol>	Your child has completed 14 days of isolation
10.	NHS Test and Trace has identified a household/support bubble member (other than the pupil) as a close contact of somebody with confirmed COVID-19	<ol style="list-style-type: none"> <li>The household/support bubble member must self-isolate for 14 days.</li> <li>Your child can continue to attend the College</li> </ol>	Your child can continue to attend College.
11.	We/my child have travelled to a place where we have to self-isolate as a period of quarantine	<ol style="list-style-type: none"> <li>Do not take unauthorised absence during term time</li> <li>Check quarantine restrictions and FCO advice when booking travel</li> <li><b>If you return from a destination where a quarantine period is required your child must not return to College for 14 days</b></li> <li>The whole household should self-isolate for 14 days</li> </ol>	Your child has completed the quarantine period of 14 days

12.	We/my child has travelled from a country that is on the exempt list of countries (i.e. they do NOT need to self-isolate after returning to this country)	<ol style="list-style-type: none"> <li>1. Do not take unauthorised absence during term time.</li> <li>2. Check the current Exempt Countries and Territories list to confirm the country you have travelled from is on the exempt list.</li> <li>3. Contact the College to inform us that you have returned to the UK and agree a return date to College.</li> </ol>	You have informed the College of your return
13.	I have travelled from a country that requires us to quarantine (but my child didn't travel)	<ol style="list-style-type: none"> <li>1. As long as you do not have/have had symptoms in the last 14 days, your child can continue to attend College.</li> <li>2. The person who has travelled MUST NOT leave the house, including to do pick-ups and drop-offs.</li> </ol>	Your child can continue to attend the College
14.	We have received medical advice that my child must resume shielding	<p style="text-align: center;"><b>Do Not Send Your Child To College</b></p> <ol style="list-style-type: none"> <li>1. Contact the College</li> <li>2. Provide evidence of requirement to shield your child</li> <li>3. Shield at home until you are informed that restrictions are lifted and shielding is paused again</li> </ol>	The College inform you that restrictions have been lifted Or when you are informed restrictions for your child have been lifted You receive medical advice that your child may return to school
15.	My child was sent home from College ill but is showing no signs of COVID-19 symptoms	<p>If your child is ill (not Covid related) follow normal absence procedures</p> <ol style="list-style-type: none"> <li>1. Contact the College to inform us via email to <a href="mailto:postroom@cdcollege.uk">postroom@cdcollege.uk</a> or phone 01332 810528 (option 1)</li> <li>2. Contact the College on each day of illness.</li> </ol>	Your child can attend the College as soon as they feel well enough to do so.
16.	I am unable to get a test for someone in the household/support bubble who has symptoms	<p>If you are not able to get a test for your child and anyone they live with must stay at home and self-isolate for 14 days. Anyone in your support bubble must also stay at home. Keep the College informed and updated</p>	Your child has completed 14 days of isolation.

### Support Bubble

A support bubble is a close support network between a household with only one adult in the home (known as a single-adult household) and one other household of any size and do not have to socially distance.

### Contact

A 'contact' is a person who has been close to someone who has tested positive for COVID-19 anytime from 2 days before the person was symptomatic up to 10 days from onset of symptoms (this is when they are infectious to others). For example, a contact can be:

- people who spend significant time in the same household as a person who has tested positive for COVID-19
- sexual partners
- a person who has had face-to-face contact (within one metre), with someone who has tested positive for COVID-19, including:
  - being coughed on
  - having a face-to-face conversation within one metre
  - having skin-to-skin physical contact, or
  - contact within one metre for one minute or longer without face-to-face contact
- a person who has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes
- a person who has travelled in a small vehicle with someone who has tested positive for COVID-19 or in a large vehicle or plane near someone who has tested positive for COVID-19.