



**Trinity School**

A Church of England  
Academy

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Ms Jo Hawkin  
Headteacher

29 September 2020

Dear Parents/Carers

I wanted to write to update you about how the school deals with confirmed cases of coronavirus in order to act quickly to keep staff and students safe. Last week we were informed about a very small number of positive Covid-19 cases within the school community, all separate from each other. Of the four positive cases, two of the individuals did not display any symptoms and one of these was part of the government's random testing programme. The cases affected students in the Key Stage 3 bubbles and the Sixth Form bubble, but not all students in each bubble were affected. When we are told about a positive test, we begin our own internal track and trace systems.

At Key Stage 3 this means we check the seating plan to identify students who may have been within 2m of the positive case for more than 15 minutes. Students at Key Stage 3 are in year group bubbles, but are also taught in form groups, with strict seating plans. We then work with those involved to identify any other close contacts, in friendship groups or sports/extracurricular clubs or the school bus, for example. We use the government's definition of direct and close contacts to make sure the correct people are traced. We also identify whether any staff members have been in close contact. As we have stringent control measures in place, it is likely that there may only be a small number of close contacts ensuring that we do not need to send whole classes or full year groups home to isolate. Each case is different, and the same number of contacts will not be sent home each time. In order to protect the identity of the individual we will not be able to divulge details but we are following the government's guidance in conjunction with advice from Cumbria Public Health.

At Key Stage 4 and 5 students mix more widely to access their full curriculum (options) whilst still within their year group bubble. This means that tracing may take longer. If that is the case, we may decide to send the whole bubble home while we track and trace contacts. If it is not possible to confirm every contact, we may need to ask the whole year group to isolate for 14 days as a precaution. We will make these decisions with the advice of public health bodies. If we need to do this, learning will be provided to make sure that the curriculum continues throughout the isolation period.

In order for this to be efficient and to keep as many students in school learning as we can, we ask that both parents and students follow the guidance on our Covid-19 Home School Agreement. For students, it is vital that they follow our Covid Behaviour Policy and do not cross bubbles. This includes when they are waiting to come into school and on their way home. In school we have explained clearly where students are allowed to be, which yards to socialise in, which toilets to use and so on. A breach of these rules could have an impact on the number of students sent home if a case is confirmed. So far, most students have behaved impeccably, and we are proud of them.

For every case we track and trace there are two letters that will be sent: one to the parent/carers of direct and close contacts to tell their children to isolate and one to the whole year group to let them know that there has been a positive case in the bubble and to watch for symptoms, which are:

- a high temperature (37.8°C or above. If you don't have a thermometer, feeling hot to the touch on your chest or back is a good indicator of a high 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

For close and direct contacts of the positive case:



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- If we find out that your child needs to isolate during school hours, we will ring parents/carers first and may ask you to come and collect your child from school. If it is outside school hours, we will send a letter home without phoning first.
- Whilst we are waiting for you to collect your child, students will be isolated from others and supervised until collection.
- The letter will state clearly the start and end date for the isolation period.
- Only the child with the letter needs to self-isolate, unless others in the family are also close contacts of the positive test, or if symptoms develop, in which case the whole household must isolate.
- You do not need to get your child tested as they will not be allowed to return to school, even with a negative test result, until the date on the letter. The exception to this is if symptoms do develop, where a test is needed.

Unless you receive the letter with dates, or a phone call, your child should come into school as normal.

If we have a confirmed case of Covid-19 we work very closely with Public Health at Cumbria County Council. They have asked that we share this message with you:

***Message from Claire King, Consultant in Public Health at Cumbria County Council:***

*The Public Health Team at Cumbria County is working closely with Trinity School regarding the cases of COVID-19. The school is carrying out all the recommended public health actions in order to reduce the risk of the virus being spread to others, including working hard to identify close contacts and asking them to stay at home where appropriate to do so. We know staff and students have been doing a great job in following the prevention advice and encourage them to continue to do so:*

- *Wash your hands regularly for at least 20 seconds*
- *Try not to touch your face with unwashed hands*
- *Catch it, Bin it, Kill it – use tissues for coughs and sneezes. Throw used tissues straight in the bin*
- *Wherever possible outside of the classroom, keep 2 metres away from others*
- *Do not come into school if:*
  - *you have symptoms of COVID-19 (or live with someone who has symptoms)*
  - *are told to stay at home because you are a close contact of someone who has tested positive*
- *If you feel unwell whilst at school, tell someone straight away*
- *Wear a face covering when advised to do so*

I hope that this letter helps to explain our approach and to answer some of the question you may have wanted to ask. Please continue to be vigilant about the symptoms and, in support of the process, please let us know if your child is being tested, complete our track and trace survey quickly and inform us of the result whether negative or positive. Thank you for your continued support.

Yours sincerely

Ms. Jo Hawkin  
**Headteacher**