



Information for Parent/Carers

Action to be taken by Richard de Clare Community Academy in the event of a positive COVID-19 case at school:

The school will call the DfE helpline/Essex Contact Tracing Team to ask for advice as soon as a positive COVID-19 result is notified to the school. (DfE helpline is open 8.00-6.00 Monday to Friday and 10.00-4.00 at weekends.) The school will work with the advice service to carry out a rapid risk assessment and identify next steps.

All cases are different, and we will therefore follow current guidance from the Essex Contact Tracing Team / DfE helpline. This will allow us to plan what we do next following current advice.

Information emailed to parents/carers

Children/staff who are identified as having had close contact with the person testing positive when s/he was infectious will be asked to self-isolate for 14 days from the day that s/he was last in close contact. A test is only required if symptoms develop.

Self-isolation is only for the close contact and is not for the whole household.

(Click [here](#) for further guidance.)

Children/staff who are identified as not having been in close contact with the person testing positive when s/he was infectious will attend school as usual (including siblings of children who have been asked to self-isolate).

Remote learning will commence for children who are self-isolating.

Arrangements will be made for children who are entitled to benefits-based free school meals to receive a food parcel as soon as possible.

Children return to school at the end of their self-isolation.

COVID-19 Symptoms

If you or your child have one or more of the following symptoms, please stay at home and arrange for a COVID-19 test as soon as possible:

- High temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- 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)
- 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.

Please inform the school of the result of the test so that appropriate action can be taken.