

Thursday 25th June 2020

**Dear Parent/Carers of children who have returned to school,**

As you are aware the Government guidelines around Social Distancing, who we can meet and where we can go have been relaxed; however, it is still very important that you follow the rules that are in place in order to play your part in helping to reduce the rate of infection of Coronavirus.

It is important to remember that the virus has not gone away which is why we continue to:

- Follow the strict hygiene procedures we have put in place in school
- Continually remind our children about the importance of hygiene
- Remind our children and staff about social distancing around school and outside of school
- Discuss with our children about not meeting with lots of different groups of people outside of school at parties or in the park, etc.

Please be reassured that we are not doing this in order to worry the children; we just want to try and keep everyone in our St Luke's family as safe as possible.

However, as I have stated previously, the virus has not gone away and therefore, I want to reassure you that we have strict guidance from our City Council and also, Public Health England (PHE) which we have to follow in the event of a member of staff or one of our children, develops symptoms or has a positive test result. This is why it is very important that you keep us informed if either your child or a member of your household becomes unwell or tests positive for Coronavirus.

**Scenario A: If a staff member or pupil has ANY of: New continuous cough / high temperature/loss or change of smell or taste:**

1. We will send them home immediately and they must self isolate for 7 days
2. Family members of the member of staff/child should also self isolate immediately too in line with national guidance -14 days.
3. Member of staff/child needs to arrange testing straight away.
4. School will phone the Local Authority Education phone line and provide details.
5. School would implement increased cleaning regimens as detailed in our risk assessment and national guidance <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings> for a suspected case of COVID, especially in the areas where the person was most recently
6. School will phone the Local Authority Education phone line again once the test result is back. If it is positive, PHE will also be informed.

Headteacher: Mrs. A Grennan  
St Luke's Primary School  
Park Street South  
Blakenhall  
Wolverhampton  
West Midlands  
WV2 3AE  
Phone: 01902 556434  
Fax: 01902 556435



Eco-Schools  
Bronze Award





# ST LUKE'S CHURCH OF ENGLAND VOLUNTARY AIDED PRIMARY SCHOOL

Headteacher: Mrs. A Grennan  
St Luke's Primary School  
Park Street South  
Blakenhall  
Wolverhampton  
West Midlands  
WV2 3AE  
Phone: 01902 556434  
Fax: 01902 556435

## Scenario B: If school are made aware of a positive test result in a staff member or pupil:

1. Ensure steps 1 and 2 in Scenario A have happened
2. School will inform PHE who will manage the situation, with further isolation measures needed within the school.
3. School will also inform the Local Authority Education and Public Health teams.

## Scenario C: If you become aware of TWO pupils/staff (including 1 pupil and 1 staff member) to become symptomatic, or have positive results, from your school, within a 2 week period:

1. Ensure steps 1 and 2 in Scenario A have happened
2. School will inform PHE who will manage the case.
3. School inform Local Authority Education and Public Health teams, using step 4 in Scenario A
4. School will inform the Local Authority again once any pending test results are back

## Scenario D: Household members of pupils and staff who have symptoms or test positive for COVID:

1. School does not need to inform Public Health or the Local Authority Education team, but can if they wish to ask for advice.
2. The pupil or staff member must self isolate for 14 days as a household member
3. School must record the absence of the staff member or pupil as absent due to isolation due to being a household contact of COVID
4. School should be vigilant for possible cases inside the school, but no isolation needs to happen unless another person becomes sick.
5. School to ensure that the cleaning is happening to the standard outlined in our risk assessment for day-to-day cleaning
6. **School does not need to inform contacts of the pupil or staff (as they are not a suspected case)**
7. If the staff member or pupil goes on to develop symptoms, school would refer to Scenario A step 3 and follow the remaining actions for that scenario.

I hope you find this information useful and thank you for continuing to work with us in trying to keep everyone safe as possible.

God bless, take care and stay safe!

Yours sincerely

Mrs A Grennan  
Headteacher

Mrs V Davis  
Chair of Governors



Eco-Schools  
Bronze Award

