

Absence Procedures for Students and Staff September 2020

Procedures for Students (at home)

This guidance is in addition to our normal absence procedures

Parents have been instructed that if their child has any symptoms of Coronavirus, they MUST NOT send them to school.

Students will have their temperature taken on arrival at school each morning and will be asked to return home and arrange a CV19 test before they return.

All COVID-19 related absences will be coded as 'X'

What to do if...	Action needed:	Return to school when...
...my child has Coronavirus symptoms	<ul style="list-style-type: none"> • Do not come to school • Contact school daily • Self isolate • Get a test • Inform school immediately about test result 	...the test comes back as negative
...my child tests positive for Coronavirus	<ul style="list-style-type: none"> • Do not come to school • Contact school daily • Self isolate for at least 10 days • Inform school immediately about test result 	...they feel better. They can return to school after 10 days even if they still have a cough or other minor symptoms – these can last for several weeks after the infection has gone.
...somebody in my household has coronavirus symptoms	<ul style="list-style-type: none"> • Do not come to school • Contact school daily • Self isolate • Household member to get a test • Inform school immediately about test result 	...the household member test is negative
...somebody in my household has tested positive for Coronavirus	<ul style="list-style-type: none"> • Do not come to school • Contact school daily • Self isolate for 14 days 	...14 days of self-isolation has been completed
...NHS Track and Trace have identified my child as a 'close contact' of somebody with symptoms or confirmed Coronavirus	<ul style="list-style-type: none"> • Do not come to school • Contact school daily • Self isolate for 14 days 	...14 days of self-isolation has been completed
...we/my child has travelled and has to self-isolate as part of a period of quarantine	<ul style="list-style-type: none"> • Do not take unauthorised leave in term time • Consider quarantine requirements and FCO advice when booking travel 	...the quarantine period of 14 days has been completed

	https://www.gov.uk/guidance/travel-advice-novel-coronavirus <ul style="list-style-type: none"> • Provide information to school as per attendance policy <p><u>Returning from a destination where quarantine is needed</u></p> <ul style="list-style-type: none"> • Do not come to school • Contact school daily • Self isolate for 14 days 	
...we have received medical advice that my child must resume shielding	<ul style="list-style-type: none"> • Do not come to school • Contact school as required by your Head of House • Shield until you are informed that restrictions are lifted and shielding is paused again 	... you are informed that restrictions are lifted and shielding is paused again

Parents should follow our normal absence procedures by phoning the school absence line or emailing the attendance officer, Mrs Turner kturner@prospect.reading.sch.uk. We will continue to ensure that all teaching resources are uploaded to MS Teams so students will be able to continue to work at home during this period and we will be in daily contact to support their learning.

Procedures for Staff (at home)

Staff should follow normal absence reporting procedures, by contacting Abi Davis and their direct line manager on a daily basis. Unless staff are unwell, they will still be expected to prepare lesson resources, mark work online, be in contact with students and attend online meetings as necessary. Staff should be available during their normal working hours.

<i>What to do if...</i>	<i>Action needed:</i>	<i>Return to school when...</i>
...I have Coronavirus symptoms	<ul style="list-style-type: none"> • Do not come to school • Contact school daily • Self isolate • Get a test • Inform school immediately about test result 	...the test comes back as negative
...I test positive for Coronavirus	<ul style="list-style-type: none"> • Do not come to school • Contact school daily • Self isolate for at least 10 days • Inform school immediately about test result 	...when you feel better. You can return to school after 10 days even if you still have a cough or other minor symptoms – these can last for several weeks after the infection has gone.
...somebody in my household has coronavirus symptoms	<ul style="list-style-type: none"> • Do not come to school • Contact school daily • Self isolate • Household member to get a test • Inform school immediately about test result 	...the household member test is negative

...somebody in my household has tested positive for Coronavirus	<ul style="list-style-type: none"> • Do not come to school • Contact school daily • Self isolate for 14 days 	...14 days of self-isolation has been completed
...NHS Track and Trace have identified me as a 'close contact' of somebody with symptoms or confirmed Coronavirus	<ul style="list-style-type: none"> • Do not come to school • Contact school daily • Self isolate for 14 days 	...14 days of self-isolation has been completed
...I have travelled and has to self-isolate as part of a period of quarantine	<ul style="list-style-type: none"> • Consider quarantine requirements and FCO advice when booking travel https://www.gov.uk/guidance/travel-advice-novel-coronavirus • Provide information to school as per attendance policy <p><u>Returning from a destination where quarantine is needed</u></p> <ul style="list-style-type: none"> • Do not come to school • Contact school daily • Self isolate for 14 days 	...the quarantine period of 14 days has been completed
...I have received medical advice that I must resume shielding	<ul style="list-style-type: none"> • Do not come to school • Contact your line manager • Shield until you are informed that restrictions are lifted and shielding is paused again 	... you are informed that restrictions are lifted and shielding is paused again

Procedure for dealing with a suspected case of COVID-19 in school

Student displays symptoms:	Staff member displays symptoms:
<ul style="list-style-type: none"> • Teacher to contact student services via ClassCharts with the message 'COVID ALERT' and the Room Number • Wait for student to be collected by member of staff • Student will be taken to the COVID isolation room and student services will arrange for the student to be collected. • Student services to inform DHT 	<ul style="list-style-type: none"> • Staff member to inform DHT before leaving the school premises, avoiding contact with others. • If teaching, staff member to email DHT and wait for supervision to arrive, remaining in the 2 metre exclusion area
<p>Symptomatic student/staff member will be told by DHT</p> <ul style="list-style-type: none"> • To self isolate for 10 days • To take a Coronavirus test (if a home testing kit is available in school this will be given to them to take home, if doing so would increase the likelihood of them getting tested) • That members of their household should self-isolate for 14 days 	

Areas that they symptomatic individual has come into contact with will be closed so these can be deep cleaned. If the individual is part of a class group, the rest of their group will be moved into an alternative location.

Symptomatic student (via their parents/carers)/staff member to inform the school Via the **DHT** of the coronavirus test result as soon as possible

If the test is negative:

The student/staff member can return to school if they feel well and no longer have symptoms, and members of their household can stop self-isolating. Other students/staff members in their immediate contact group can continue to stay in school unless they display symptoms.

If the test is positive:

The Local Health Protection Team will be contacted to carry out a rapid risk assessment. They will ensure that any students or staff who have close contact with the individual when they were infectious are asked to self-isolate for **14 days** since they were last in close contact

If students or staff who are asked to self-isolate develop symptoms, they should get tested and inform the school of the result as soon as possible. Even if the result is negative, they should remain isolated for the full **14 days**.

If there are 2 or more confirmed cases in 14 days, or an overall rise in sickness absence where coronavirus is suspected, the local health protection team will be contacted again to decide next steps.

***In the event of the absence of the DHT, the responsibilities will pass to AHT (C&C).**