

28<sup>th</sup> September 2020

## Coronavirus Absence & Testing Guide for Parents

Dear Parents / Carers,

Public Health England have provided schools with a [guide for parents](#) on recognising the symptoms of coronavirus and when your child needs to be tested. We wanted to write to parents to highlight these guidelines and remind parents of the absence processes for COVID or non-COVID related illness.

You should keep your child home from school and book a test if your child has any of these three coronavirus symptoms:

- 1. a high temperature:** any new high temperature where your child feels hot to touch on their chest or back (you do not need to measure the temperature)
- 2. a new continuous cough:** coughing a lot for more than an hour, or three or more coughing episodes in 24 hours
- 3. a loss of, or change in, sense of smell or taste:** a noticeable loss of smell or taste or things smell and taste different to normal

**Your child does not need a test if they have a runny nose, are sneezing or feeling unwell but do not have a temperature, cough or loss of, or change in, sense of smell or taste. If you are unsure whether your child needs to be tested, you can call NHS 111 for further advice.**

It is important to note that **only the person with symptoms should get a test**. You do not need to get a test for anyone else in the household unless they also have any of the three symptoms listed above, but all members of the household need to self-isolate whilst waiting for the test result.

Absences should be reported to the school by calling 0207 313 5800 and choosing option 1 for the attendance officer. Due to the number of queries at present you may need to leave a voicemail at peak times in the morning - please state your child's name and year group clearly. You can also email our attendance officer directly at [attendance@kaa.org.uk](mailto:attendance@kaa.org.uk) for any queries.

To date we have not had any positive tests reported in staff or students. In the event that a pupil in a class or bubble tests positive for coronavirus, anyone who is advised to self-isolate **does not require a test unless they subsequently develop symptoms**. No one else in the same class or bubble as the symptomatic person needs to take any action unless advised by the school. Schools have detailed guidance and access to a Department for Education and Public Health England helpline for advice and support.

**And finally, a reminder that staff and students are required to wear a mask in corridors and assemblies unless medically exempt. Please ensure your child brings a mask in with them to school every day. Thank you.**

Kind regards,



**Niall Dumigan**  
**Assistant Principal / Designated Safeguarding Lead**

## Parent Guide to Covid-related absences

What to do if...	Action Needed	Return to school when...
...my child has any Covid-19 symptoms	<ul style="list-style-type: none"> <li>- <b>Do not send your child to school.</b></li> <li>- Contact school on 0207 313 5800 (press option 1 for the attendance office) to inform us.</li> <li>- Self-isolate the whole household (any siblings must also stay home from school)</li> <li>- Get your child tested (NHS 119)</li> <li>- Communicate with the school about the test result - you can email <a href="mailto:info@kaa.org.uk">info@kaa.org.uk</a> or call 0207 313 5800</li> </ul>	<p>...the test comes back negative <b>or</b></p> <p>... 10 days have passed since symptoms began, even if they still have a cough or loss of taste/smell. <i>(These symptoms can last for several weeks.)</i> Your child should have no temperature for a minimum of 48 hours <b>AND</b> the feel well.</p>
...my child tests positive for Covid-19	<ul style="list-style-type: none"> <li>- <b>Do not send your child to school.</b></li> <li>- Contact school on 0207 313 5800 (press option 1 for the attendance office) to inform us.</li> <li>- Agree an earliest date for possible return (minimum of 10 days).</li> <li>- Self-isolate the whole household (any siblings must also stay home from school)</li> </ul>	<p>... 10 days have passed since symptoms began, even if they still have a cough or loss of taste/smell. <i>(These symptoms can last for several weeks.)</i> No temperature for a minimum of 48 hours <b>AND</b> the child feels well.</p> <p>... see the image at the end of this document for advice about how long members of the household should self-isolate</p>
...my child tests negative	<ul style="list-style-type: none"> <li>- Contact school on 0207 313 5800 (press option 1 for the attendance office) to inform us.</li> <li>- Discuss when your child can come back (same day/next day).</li> </ul>	<p>...the test comes back negative <b>AND</b> the child feels well.</p>
...my child is ill with symptoms not linked to Covid-19	<ul style="list-style-type: none"> <li>- <b>Do not send your child to school unless well enough</b></li> <li>- Contact school on 0207 313 5800 (press option 1 for the attendance office) to inform us.</li> <li>- Ring by 8.30am on each day of illness.</li> </ul>	<p>...if a child is sick or has diarrhoea, parents should keep them off school for a period of 48 hours after the last bout of illness.</p>
...someone in my household has Covid-19 symptoms	<ul style="list-style-type: none"> <li>- <b>Do not send your child to school for</b></li> <li>- Contact school on 0207 313 5800 (press option 1 for the attendance office) to inform us.</li> <li>- Self-isolate the whole household (all siblings must stay home from school).</li> <li>- Household member with symptoms to get a test.</li> <li>- Communicate with the school about the test result and agree return date to school for students</li> </ul>	<p>...the test comes back negative <b>OR</b></p> <p>...see the image at the end of this document for advice about how long members of the household should self-isolate</p>
...someone in my household tests positive for Covid-19	<ul style="list-style-type: none"> <li>- <b>Do not send anyone from your household to school.</b></li> <li>- Contact school to inform them.</li> <li>- Agree an earliest date for possible return.</li> <li>- Self-isolate the whole household.</li> </ul>	<p>...see the image at the end of this document for advice about how long members of the household should self-isolate</p>

## Does my child have coronavirus symptoms?

### A NEW CONTINUOUS COUGH

#### A NEW CONTINUOUS COUGH MEANS:

- you are coughing a lot for more than 1 hour



#### OR

- you have been coughing a lot 3 or more times in 24 hours
- if you normally have a cough, it may be worse than usual.



The coronavirus cough is a dry cough. This means it does not produce any phlegm or mucus (so you do not cough anything up like you would with a chesty cough).

If you have a chest condition you may already cough. If you have symptoms of coronavirus, you may have a cough that is different from your normal cough, or your normal cough may feel worse than usual.

#### WHAT TO DO:

- rest
- drink lots of fluids



### A HIGH TEMPERATURE OR FEVER

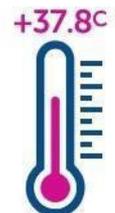
A high temperature or fever is a normal way for your body to fight infection.

This is because the increase in body temperature makes it harder for viruses and bacteria to survive.



You do not need to take your temperature to know you have a fever.

If you do have a thermometer however, a fever is when your temperature is 37.8C or higher.

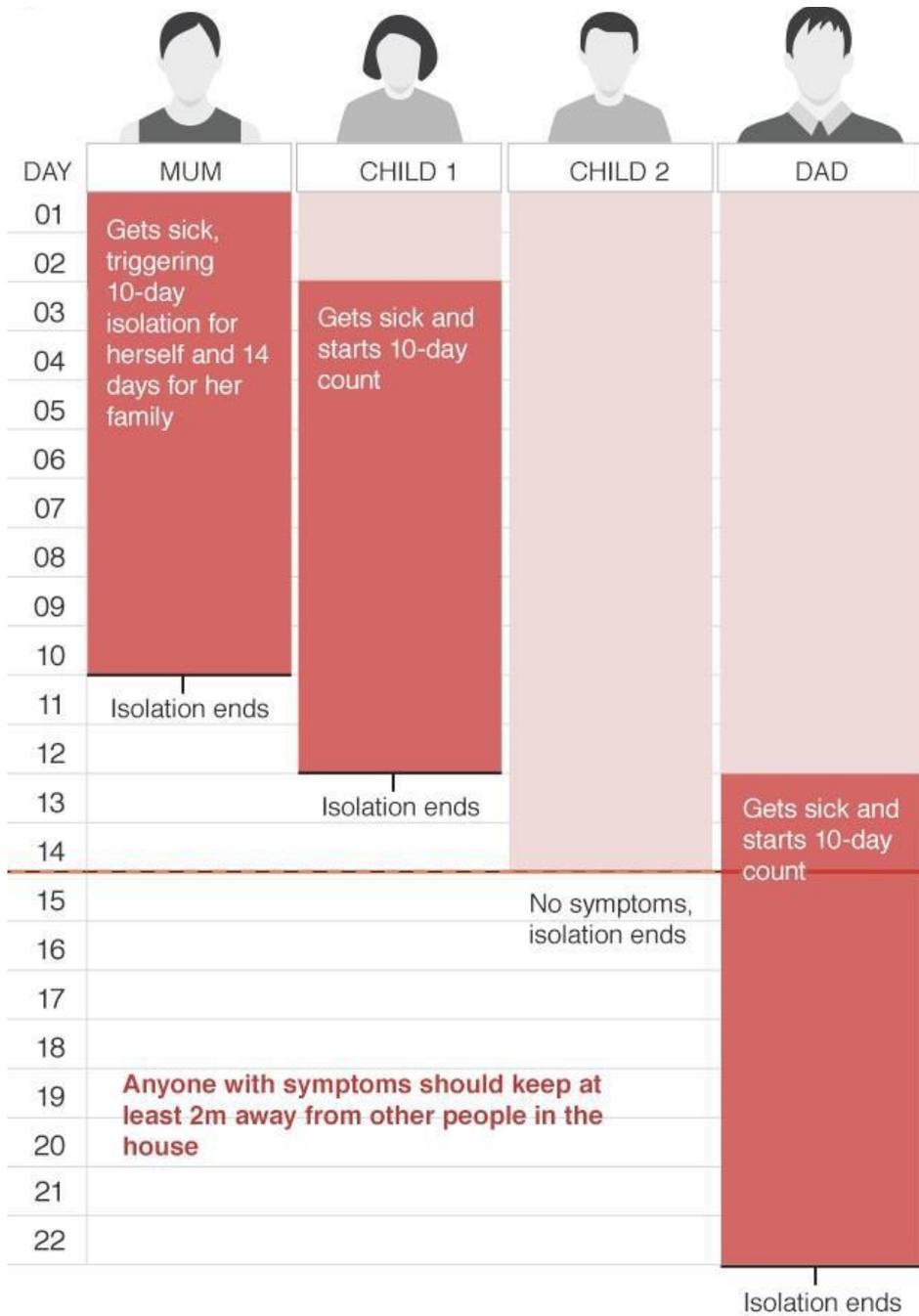


A THIRD COMMON SYMPTOM OF CORONAVIRUS IS A LOSS OF, OR CHANGE IN, SENSE OF SMELL OR TASTE (ANOSMIA).



SOURCE: CENTRAL LONDON NHS TRUST "COVID-19 Symptom & Contact Management for Schools"

## What happens if somebody in your household is ill? When can we return to school or work?



People may be able to pass on coronavirus without showing any symptoms

**SOURCE: CENTRAL LONDON NHS TRUST "COVID-19 Symptom & Contact Management for Schools"**