



21 October 2020

Dear Parents, Carers and Families,

**PROCEDURES IN THE EVENT OF A CONFIRMED COVID-19 CASE
AT ST PAUL'S ACADEMY**

In the event of a student receiving a positive test result for Covid-19, the Academy will be required to undertake an On-Site Risk Assessment to identify potential contacts of the confirmed case, as directed by the London Coronavirus Response Centre and Public Health England.

Your child may fall into one, or both, of the following categories:

- **Direct Close Contact:**
Direct face-to-face, for example, being coughed on or spoken to by the confirmed case for any length of time OR within less than one metre for more than one minute.
- **Proximity Contact:**
Your child has been 2 metres distance or less from the confirmed case for more than 15 minutes.

Once the contacts have been identified they will need to be sent home directly.

Families will be informed via an In Touch message if their child is to be sent home. It is very important that you put in place arrangements for your child to be able to have access to the family home at short notice if necessary and that they are aware of these arrangements.

Thank you for all that you are doing to prevent the transmission of COVID-19 at the Academy, including reminding your child of the importance of respiratory hygiene, frequent hand washing and the use of sanitiser, as well as keeping their distance from others.

I very much appreciate your support and co-operation at this difficult time.

Best wishes,

Miss S Malone
Principal