

LANCASTER ROYAL GRAMMAR SCHOOL

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15th September 2020

Dear Parents,

Procedures in the event of a positive COVID test in school

A number of schools around the country have had to send groups of pupils home to self-isolate after being informed of positive cases. We sent some Lower Sixth students home last Friday as a precautionary measure, before being reassured by Public Health England that they were not at risk.

I am writing to explain our planning for the event of positive tests in school.

Sending pupils home to isolate

If a pupil tests positive, the school will contact Public Health England and identify “close contacts”, who will be required to self-isolate. Those pupils have to stay at home for 14 days from their last date of contact with the pupil.

Close contacts refer to interactions in the 48 hours before the positive case began to develop symptoms or had a test, as well as after a test or onset of symptoms. This will normally include pupils in their class, and other people they spent time with such as friends they sat with at lunch.

Public Health England could require even larger numbers of pupils to stay at home if they identify a cluster of cases.

- If a decision is made outside school hours, we will email all affected parents and pupils to instruct pupils to self-isolate and not attend school.
- If a decision is made during the day, then we need to send pupils home as soon as possible.
- Pupils in Years 7 to 9: We will try to **phone** parents. We will ask whether pupils can make their own way home, or whether parents can come to collect them.
- Pupils in Year 10 and above: We will **email** parents and send pupils home straightaway. Please let the school know now if you are not happy for us to release your son or daughter in this way.

Pupils who cannot get home immediately will be supervised while they wait. Pupils may use their normal means of transport, but must distance themselves from others while wearing a mask.

Boarders can go to their boarding houses to isolate. Parents of more local boarders will be strongly encouraged to collect them to isolate at home.

We will also write to all parents to let them know the situation, while respecting the confidentiality of the individual who has tested positive.

Remote learning on Microsoft Teams

In the event of sending pupils home most teachers will use email or Show My Homework as the most immediate way to set work. Pupils should check their emails and SMHW for instructions.

Older students can also prepare now by thinking about what work they would start with – whether wider reading, organising their notes, or completing past papers.

If entire classes are off school then we will then deliver lessons via Microsoft Teams as we did during the long period of school closure. Teachers will schedule lessons in the Teams calendar, following normal lesson timings. We would expect pupils to have about 50% of their timetable as live lessons, with work set for other times.

Teams allows teachers to stream audio or video, share resources and collect work. Most existing pupils are experienced Teams users, and new pupils have received introductory training either in a lesson or via video. The Year 7 and Lower Sixth areas on Teams have an **ICT Support** channel with excellent videos and training materials – you may want to have a look at these with your son or daughter.

Other scenarios

There are other scenarios in which the school might not be able to teach all pupils in person. For example, large numbers of isolating staff might make full supervision of pupils impossible. The government has also told schools to plan for the possibility of “Tier 2” restrictions, which could involve schools in an area opening to only half their year groups on a fortnightly rota basis.

It will be clear from this letter that just one positive case can have a huge impact, so please keep your son or daughter at home if they or anyone in your household has suspected symptoms.

It goes without saying that we are hoping for the least possible disruption.

Yours faithfully,

Dr C J Pyle
Head