



Friday 11th December 2020

Dear Parent/Carer,

Arrangements in the Event of Testing Positive for COVID during the Christmas Holiday

As we come to the end of this exceptionally challenging term, I wanted to write to let you know of the arrangements made in school to reduce the risk of COVID infections over the Christmas Holiday, and the actions you should take if your child should become ill over the break.

We have worked tirelessly in school to ensure that pupils and staff are kept as safe as possible. We have kept strictly to our “bubbles”, changed routines, lunchtimes and groupings to ensure that, where possible, social distancing can be maintained, actively encouraged frequent hand-washing, introduced additional regular cleaning/sanitising and, for our pupils and staff at the secondary centre, asked for them to wear masks in circulation spaces at busy times (where appropriate). The pupils and staff have responded amazingly to this “new normal”, and as a result, we are one of just a handful of schools in South West London to have avoided any positive diagnoses amongst staff or pupils so far.

I am very keen to ensure that we have done all that we can to avoid any families having to self-isolate during the festive period. We will therefore be taking particularly stringent precautions during the last week of term to further reduce the risk of infection in school. I really hope that this means that all Clarendon families are able to enjoy the holiday period without having to isolate themselves, (subject to the government guidance on meeting up with just two other households, of course).

However, in the unfortunate event of a Clarendon pupil falling ill during the holiday, you are asked to follow the procedure below:

- **If your child starts to show symptoms of COVID** (a new, dry, persistent cough, or a raised temperature, or changes to or loss of taste or smell) **before 3pm on Sunday 20th December** (eg: within 48 hours of being at Clarendon) your household must self-isolate and your child must be tested as soon as possible. If the test result is negative, no further action needs to be taken at that stage. **If the test is positive**, the whole household must continue to self-isolate, and **you are asked to email me at covid@clarendon.richmond.sch.uk as soon as possible**. Please include the time and date on which your child began to show symptoms, and when they were tested.



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This will allow me to inform Track and Trace of the staff and families of pupils that might have been in close contact with your child and that will, therefore, also need to self-isolate for a 10 day period.

- If your child starts to show symptoms of COVID **after 3pm on Sunday 20th December** (eg: more than 48 hours since they were at Clarendon) your household must self-isolate and your child should be tested as soon as possible. If the test result is negative, no further action needs to be taken at that stage. If they test positive, the whole household must continue to self-isolate, **but there is no need for you to contact the school.**
- Please note that I will be checking the special email address above daily until the 24th December. It will not be monitored after that date.
- If your child or a family member show symptoms or test positive later in the holidays, meaning that they will not be able to return to school on the 5th January, there is no need to notify the school before Monday 4th January, when the office will be staffed. Please either use the usual info@clarendon.richmond.sch.uk email address or the school telephone number for this.

I really hope that our even more stringent arrangements will mean that everyone in the school community will stay fit, healthy and COVID free over the festive season, and that no families will need to be advised that they have been in close contact with a confirmed case in school and therefore need to self-isolate.

I wish everyone in the Clarendon family a healthy, restful holiday, a Merry Christmas, and a happy New Year.

Yours faithfully,

John Kipps
Executive Headteacher