



Re: Confirmed COVID-19 case – Child Year Post-16

13th November 2020

Dear Parent/Carer

As you are aware we have been advised that there has been a confirmed single case of a child with COVID-19 within the school at Post-16.

As with our previous cases, we are providing as much information as we can in order to reassure you as much as possible.

After completing a risk assessment in consultation with HCC Public Health it has been concluded that a number of students and one staff member have been in contact with the child and will self-isolate for 14 days from their last contact. These students and staff have been informed and will return to school on 17<sup>th</sup> and 18<sup>th</sup> of November.

To provide the background, this morning we were notified of a confirmed case of COVID-19 concerning a member of the student body, on notification we undertook the following process:

1. We identified the student.
2. We investigated any 'contact' the student had with other students and staff from two days prior to their initial COVID symptoms onset or test date. There were no contacts due to the student not being in school.

Based on government guidance 'contacts' are classed as:

- A person who has had face-to-face contact (within one metre), with a positive COVID-19 case, including:
  - being coughed on
  - having a face-to-face conversation within one metre
  - having skin-to-skin physical contact
- Contact within one metre for one minute or longer without face-to-face contact
- A person who has been within 2m of someone who has tested positive for COVID-19 for more than 15 minutes
- A person who has travelled in a small vehicle with someone who has tested positive for COVID-19 or in a large vehicle near someone who has tested positive for COVID-19

More information can be found at the following government webpage

3. We contacted the Department for Education helpline and Hertfordshire County Council Public Health to discuss the confirmed case. They provided guidance as to what actions were required, given the information provided.
4. We informed staff, parents/carers, governors and external agencies of the confirmed COVID-19 case. The school remains open for all other students and staff as normal.

If you or someone in your household feels unwell and are unsure of what to do, please click this link to follow our 'what to do if' procedures.

Yours faithfully

Mr T Fitzpatrick  
Executive Headteacher

Mr M Roberts  
Head of School

***Achieving Excellence Together***

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***Headteacher: Mr A. Fitzpatrick***