****St Anne’s Catholic School**

**Attendance Procedures – COVID-19: September 2020**

*Please note that absence can be notified by email to* *attendance@st-annes.uk.com**. You must use the email address registered on our system to send the message. You can also call the school number as usual.*

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| --- | --- | --- | --- |
| ***What to do if …*** | ***Home actions*** | ***Return to school when …*** | ***School actions*** |
| … my child has coronavirus symptoms | * Do not come to school
* Contact school daily
* Self-isolate your household
* Get a test (<https://www.gov.uk/get-coronavirus-test>)
* Inform school immediately about test result
 | … the test comes back negative and they feel well enough | * Code as N until daily contact made
* Use X code
* Chase non-contact families as per procedures
 |
| … my child tests positive for coronavirus | * Do not come to school
* Contact school by emailing to give expected date of return
* Self-isolate for 10 days or until fever has gone (whichever is longer)
 | … after 10 days if they feel well enough, even if they have a cough or loss of smell/taste because these symptoms can last for several weeks once the infection is gone. | * Keep in touch with families during period of illness
* Use I code
 |
| … somebody in my household has coronavirus symptoms | * Do not come to school
* Self-isolate your household
* Contact school with expected date of return (or any updates)
* Household member to get a test
* Inform school immediately about test result
 | … the household member’s test is negative | * Set work using Teams
* Use X code
* Pastoral team will keep in contact during absence
 |
| … somebody in my household has tested positive for coronavirus | * Do not come to school
* Contact school with details
* Self-isolate for 14 days
 | … the child has completed 14 days of self-isolation | * Set work using Teams
* Use X code
* Pastoral team will keep in contact during absence
 |
| … NHS test and trace have identified my child as a ‘close contact’ of somebody with symptoms or confirmed coronavirus | * Do not come to school
* Contact school with details
* Self-isolate for 14 days
 | … the child has completed 14 days of self-isolation | * Set work using Teams
* Use X code
* Pastoral team will keep in contact during absence
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| … we/my child has travelled and has to self-isolate as part of a period of quarantine | * Do not take unauthorised leave in term time
* Consider quarantine requirements when booking travel
* Provide information to school as per procedures
* Do not come to school during quarantine
* Contact school with details
* Self-isolate for 14 days
 | … the quarantine period of 14 days is complete | * Use G code for unauthorised leave, H code for authorised leave and X code for quarantine period
* Give work in advance of planned holidays to include quarantine period
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| … we have received medical advice that my child must resume shielding due to a local lockdown | * Do not come to school
* Contact school with details
* Shield until you are informed that restrictions are lifted and shielding is paused again
 | … restrictions are lifted | * Keep in touch with the family during lockdown
* Set work using Teams
* Use X code
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