



Chesswood Junior School
Covid-19 related pupil absence
A quick reference guide for parents and staff (September 2020)



1. Introduction

This quick reference guide is designed to support every member of our school community, parents, volunteers, governors or staff determine the most appropriate course of action given specific circumstances. Guidance nationally can and does change – should you see any aspect of this guidance that does not align with current UK government guidance as applied in England please email headteacher head@chesswood.w-sussex.sch.uk.

If you have general questions, queries or concerns please don't hesitate to contact us office@chesswood.w-sussex.sch.uk; if you do not have access to email please call 01903 204141.

2. How to book a test and national guidance

Get a free NHS test today to check if you have coronavirus

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>

Get the latest NHS information and advice

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

3. Guidance

What to do if...	Action Needed	Return to school when...
...my child has Covid-19 symptoms.	<ul style="list-style-type: none">• Do not come to school• Contact school to inform us – please use email wherever possible: Office@chesswood.w-sussex.sch.uk<ul style="list-style-type: none">◦ Call if you do not have access to email 01903 204141• Self-isolate the whole household• Get a test	...the test comes back negative or a period of 10 days has passed since the symptoms started AND the child is well enough to attend (children may attend when they are 'under the



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What to do if...	Action Needed	Return to school when...
	<ul style="list-style-type: none">Contact the school immediately to confirm test arranged (see contact above)	weather' or Not 100%, in fact, we encourage them to do so to build good habits.
...my child tests positive for Covid-19.	<ul style="list-style-type: none">Do not come to schoolContact school to inform us and agree earliest return date<ul style="list-style-type: none">please use email wherever possible, minimum 10 days: Office@chesswood.w-sussex.sch.ukCall if you do not have access to email 01903 204141Self-isolate the whole household	...10 days have passed since symptoms began, even if they still have a cough or loss of taste/smell. <i>(These symptoms can last for several weeks.)</i> AND the child feels well.
...my child tests negative.	<ul style="list-style-type: none">Contact school to inform us – please use email wherever possible: Office@chesswood.w-sussex.sch.uk<ul style="list-style-type: none">Call if you do not have access to email 01903 204141Discuss when your child can come back (same day/next day).	...the test comes back negative. AND the child is well enough to attend (children may attend when they are 'under the weather' or Not 100%, in fact, we encourage them to do so to build good habits.
...my child is ill with symptoms not linked to Covid-19.	<ul style="list-style-type: none">Child could and should attend when they are under the weather or not 100%. If symptoms are significant and they could not cope with the demands of a school day in the judgement of a parent they should remain away from school.If they possibly could then they should attend. Unless their illness is highly infectious or is diarrhoea or vomiting (please note: anxiety may cause D&V)Contact school to inform us – please use email wherever possible: Office@chesswood.w-sussex.sch.uk<ul style="list-style-type: none">Call if you do not have access to email 01903 204141Contact school on each day of illness unless an agreement on expected days absent has been reached.	...after 48 hours following the last bout of sickness or diarrhoea Or the child is well enough to attend (children may attend when they are 'under the weather' or Not 100%, in fact, we encourage them to do so to build good habits.
...someone in my household has Covid-19 symptoms.	<ul style="list-style-type: none">Do not come to schoolContact school to inform us – please use email wherever possible: Office@chesswood.w-sussex.sch.uk<ul style="list-style-type: none">Call if you do not have access to email 01903 204141Self-isolate the whole household	...the test comes back negative. Or ...the child has completed 14 days of isolation.



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	<ul style="list-style-type: none">• Get a test for the member of the household with symptoms only at this stage.• Contact the school immediately to confirm test arranged (see contact above)• Your child's class teacher will contact you to establish learning expectations within two working days,<ul style="list-style-type: none">◦ we will create a learning programme that supports your child but it will not be the same as the 'in school' class programme'.◦ Inform the class teacher if you have any issues accessing appropriate technology e.g. only have access to a mobile phone.	
...someone in my household has Covid-19 symptoms and the test result is inconclusive.	<ul style="list-style-type: none">• Do not come to school• Contact school to inform us – please use email wherever possible: Office@chesswood.w-sussex.sch.uk<ul style="list-style-type: none">◦ Call if you do not have access to email 01903 204141• Self-isolate the whole household• Undertake a new test for the member of the household with symptoms only at this stage.• Contact the school immediately to confirm test outcome and arrangements for new test (see contact above)• Your child's class teacher will contact you to establish learning expectations within two working days,<ul style="list-style-type: none">◦ we will create a learning programme that supports your child but it will not be the same as the 'in school' class programme'.◦ Inform the class teacher if you have any issues accessing appropriate technology e.g. only have access to a mobile phone.	...the test comes back negative. Or ...the child has completed 14 days of isolation.
...someone in my household tests positive for Covid-19.	<ul style="list-style-type: none">• Do not come to school• Contact school to inform us and agree the earliest return date for your child – please use email wherever possible: Office@chesswood.w-sussex.sch.uk<ul style="list-style-type: none">◦ Call if you do not have access to email 01903 204141• Your child's class teacher will contact you to establish learning expectations within two working days,<ul style="list-style-type: none">◦ we will create a learning programme that supports your child but it will not be the same as the 'in school' class programme'.◦ Inform the class teacher if you have any issues accessing appropriate technology e.g. only have access to a mobile phone.	...the child has completed 14 days of isolation.



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What to do if...	Action Needed	Return to school when...
... I am unable to get a test for someone in the household who has symptoms	<ul style="list-style-type: none">• Do not come to school• Contact school to inform us – please use email wherever possible: Office@chesswood.w-sussex.sch.uk<ul style="list-style-type: none">◦ Call if you do not have access to email 01903 204141 <p><i>If you are not able to get a test in the first 5 days of having symptoms, your child and anyone they live with must stay at home and self-isolate for 14 days. Anyone in your support bubble must also stay at home.</i></p>	...the child has completed 14 days of isolation.
...NHS test and trace has identified my child as a close contact of somebody with symptoms or confirmed Covid-19.	<ul style="list-style-type: none">• Do not come to school• Contact school to inform us and agree the earliest return date for your child – please use email wherever possible: Office@chesswood.w-sussex.sch.uk<ul style="list-style-type: none">◦ Call if you do not have access to email 01903 204141• Your child's class teacher will contact you to establish learning expectations within two working days,<ul style="list-style-type: none">◦ we will create a learning programme that supports your child but it will not be the same as the 'in school' class programme'.◦ Inform the class teacher if you have any issues accessing appropriate technology e.g. only have access to a mobile phone.	...the child has completed 14 days of isolation.
...NHS test and trace has identified a household member (other than my child) as a close contact of somebody with symptoms or confirmed Covid-19.	<ul style="list-style-type: none">• Child continues to attend school• You Do Not need to inform us• The household member must self-isolate for 14 days.	...child can continue to attend school
... a sibling attending another school has been sent home to self-isolate due to their being a positive case in their school.	<ul style="list-style-type: none">• Child continues to attend school• You Do Not need to inform us• Sibling must self-isolate for 14 days.	...child can continue to attend school
... my child has travelled abroad from a country or territory that is NOT in the	<p>Check status of the country at the time your child was there: https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors</p> <p>If returning from a destination where quarantine is needed</p> <ul style="list-style-type: none">• minimum of 14 days self-isolation for all those who travelled.	...the quarantine period of 14 days has been completed.



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What to do if...	Action Needed	Return to school when...
listed 'travel corridor' countries.	<ul style="list-style-type: none">Contact school to inform us and agree the earliest return date for your child – please use email wherever possible: Office@chesswood.w-sussex.sch.uk<ul style="list-style-type: none">Call if you do not have access to email 01903 204141	
... my child has travelled abroad from a country or territory that IS in the listed 'travel corridor' countries.	<p>Check status of the country at the time your child was there: https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors</p> <ul style="list-style-type: none">If returning from a destination where quarantine is NOT needed contact school to inform us and agree the earliest return date for your child – please use email wherever possible: Office@chesswood.w-sussex.sch.uk<ul style="list-style-type: none">Call if you do not have access to email 01903 204141	... you have informed the office of your return to the UK (<i>the office will ask you a few questions about your travel</i>).
...I have travelled from a country that requires us to quarantine (but my child didn't travel).	<ul style="list-style-type: none">If you no member of the household has had symptoms in the last 14 days, your child can continue to attend school.The person who has travelled MUST NOT leave the house, UNDER NO CIRCUMSTANCES MAY THEY ATTEND SCHOOLContact school to inform us of the situation and if there are significant difficulties for your child travelling to or from school – please use email wherever possible: Office@chesswood.w-sussex.sch.uk<ul style="list-style-type: none">Call if you do not have access to email 01903 204141	...child can continue to attend school
...you have received medical advice that my child must resume shielding.	<p>You should follow all medical advice from a medical professional – your child should not attend school – we cannot provide further guidance aside from the medical advice recieved</p> <ul style="list-style-type: none">Do not come to schoolContact school to inform us and agree the earliest return date for your child – please use email wherever possible: Office@chesswood.w-sussex.sch.ukYour child's class teacher will contact you to establish learning expectations within two working days,<ul style="list-style-type: none">we will create a learning programme that supports your child but it will not be the same as the 'in school' class programme'.Inform the class teacher if you have any issues accessing appropriate technology e.g. only have access to a mobile phone.Shield until you are informed by a medical professional that restrictions are lifted and shielding is paused again.	... shield until you are informed by a medical professional that restrictions are lifted and shielding is paused again.



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What to do if...	Action Needed	Return to school when...
... a child in my child's class has tested positive	<ul style="list-style-type: none">• Continue with normal attendance unless directed otherwise• We will inform parents if there has been a positive test within the class. This may not require the class bubble to close, a risk assessment will be undertaken to determine 'close contacts' in the classroom – this will be done in conjunction with Public Health representatives.• Only when a positive test has been received will action be taken to inform parents whether their child should isolate. We will seek to balance risk of transmission with keeping children learning.• A member of the medical team will contact you to inform you if action is needed.	... your child should continue to attend school unless you are informed otherwise.
...my child's bubble is closed due to a Covid-19 outbreak in school.	<ul style="list-style-type: none">• Child in closed bubble must not come to school.• Your child's class teacher will contact you to establish learning expectations within two working days,<ul style="list-style-type: none">○ we will create a learning programme that supports your child but it will not be the same as the 'in school' class programme'.○ Inform the class teacher if you have any issues accessing appropriate technology e.g. only have access to a mobile phone.• Your child will need to self-isolate for 14 days.• Other siblings should continue to attend school.	...school inform you that the bubble will be reopened.