



## Cardiff High School Ysgol Uwchradd Caerdydd

Headteacher/Pennaeth  
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17 September 2020

Dear Parent/Carer,

Once again, as we head towards the end of another week, I would like to share with you a number of updates and changes. As ever we have kept abreast of the fast pace of change in terms of guidance and advice during these unprecedented times.

We have reflected with pleasure on the continued positive attitudes displayed by our pupils both in terms of their approaches to learning and their behaviour.

We recognise that this remains a stressful time for families. A number of you have been in contact with Mrs Price our Wellbeing and Attendance Officer, requesting guidance related to illnesses and absence. We felt that the table below may provide support in this key area.

What To Do If.....	Action Required	Return To School
My child has COVID-19 <b>symptoms</b> <ul style="list-style-type: none"> <li>• High temperature – this means you feel hot to touch on your chest or back</li> <li>• A new, continuous cough – this means coughing a lot more than an hour, or 3 or more coughing episodes in 24 hours; and/or</li> <li>• A loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything</li> </ul>	<ul style="list-style-type: none"> <li>• Do not send your child to school</li> <li>• Inform the school</li> <li>• Self-isolate the whole household for 14 days</li> <li>• Arrange a test</li> <li>• Inform the school immediately about the test result</li> </ul>	<ul style="list-style-type: none"> <li>• The test comes back negative or</li> <li>• After 10 days if the test is positive</li> </ul>
My child tests positive for COVID-19	<ul style="list-style-type: none"> <li>• Do not send your child to school</li> </ul>	<ul style="list-style-type: none"> <li>• Providing your child is well they can return after 10 days</li> </ul>

	<ul style="list-style-type: none"> <li>• Contact school to inform us of a positive test outcome</li> <li>• The school will confirm with you the earliest date for possible return</li> <li>• Self-isolate the whole household for 14 days</li> <li>• Where your child is well enough, complete the remote learning</li> </ul>	<ul style="list-style-type: none"> <li>• They may still return after this period even if they have a cough or loss of taste/smell. These symptoms may last for several weeks</li> </ul>
My child tests negative	<ul style="list-style-type: none"> <li>• Contact the school</li> <li>• Discuss when your child can come back to school (same day/next day)</li> </ul>	<ul style="list-style-type: none"> <li>• As soon as possible once a negative test has been confirmed</li> </ul>
My child is ill with symptoms not linked to COVID-19	<ul style="list-style-type: none"> <li>• For non-COVID symptoms follow usual school absence policy procedure ie contact school and advise of illness related absence</li> </ul>	<ul style="list-style-type: none"> <li>• Send your child to school as normal</li> <li>• After 48 hours following the last bout of sickness/diarrhoea if this is the cause of absence</li> </ul>
Someone in my household has COVID-19 symptoms	<ul style="list-style-type: none"> <li>• Do not send your child to school</li> <li>• Contact school</li> <li>• Self-isolate the whole household for 14 days</li> <li>• Household member to get tested</li> <li>• Inform school immediately about the test result</li> </ul>	<ul style="list-style-type: none"> <li>• The test comes back negative or</li> <li>• After 14 days where the test is positive</li> </ul>
Someone in my household tests positive for COVID-19	<ul style="list-style-type: none"> <li>• Do not send your child to school</li> <li>• Contact school</li> <li>• Look out for potential symptoms and keep school updated if your child develops these</li> <li>• Agree an earliest date for possible return, minimum of 14 days</li> </ul>	<ul style="list-style-type: none"> <li>• The child has completed 14 days of isolation providing they have not developed symptoms</li> </ul>
NHS Test, Trace, Protect Service has identified my child has been in	<ul style="list-style-type: none"> <li>• Do not send your child to school</li> </ul>	<ul style="list-style-type: none"> <li>• The child has completed 14 days of self-isolation</li> </ul>

close contact of someone with symptoms of confirmed COVID-19	<ul style="list-style-type: none"> <li>• Contact school and</li> <li>• Agree an earliest date for possible return, minimum of 14 days isolation</li> </ul>	
We have/my child has travelled and have/has to self-isolate as a period of quarantine	<ul style="list-style-type: none"> <li>• Do not take unauthorised leave during term time</li> <li>• Consider quarantine requirements and government advice when booking travel</li> <li>• Returning from a destination where quarantine is needed;</li> <li>• Agree an earliest date for</li> </ul>	<ul style="list-style-type: none"> <li>• The quarantine period of 14 days has been completed</li> </ul>
We have received medical advice that my child must resume shielding	<ul style="list-style-type: none"> <li>• Do not send your child to school</li> <li>• Contact school and provide written confirmation</li> <li>• Shield until you are informed that restrictions are lifted and shielding is paused again</li> </ul>	<ul style="list-style-type: none"> <li>• You have been informed by medical advisors that restrictions have been lifted and your child can return to school</li> </ul>
My child's contact group is closed due to COVID-19 outbreak in school	<ul style="list-style-type: none"> <li>• Do not send your child to school if your child has been instructed to self-isolate by the school</li> <li>• At home support your child with remote education provided by school</li> <li>• Your child will need to isolate for 14 days</li> </ul>	<ul style="list-style-type: none"> <li>• School will inform you when the contact group will be reopened</li> </ul>

### **Securing a Covid-19 Test**

If your child displays any of the Covid-19 symptoms, as highlighted above, you must not send them to school. You will need to apply for a test either by **calling the free number 119** between the hours of 7am to 11pm or **via the website [www.gov.uk/ger-coronavirus-test](http://www.gov.uk/ger-coronavirus-test)**. Please note that on line test appointments are released at regular intervals throughout the day. We would, therefore, advise that if you are not successful in securing an appointment initially that you continue to try on a frequent basis.

### **Home Learning In The Event of A Lockdown**

In the event that a whole or half year group must isolate at home for 14 days then the affected pupils will switch to a home learning timetable. The aim of the timetable is to minimise disruption to pupils' learning and enable them to maintain contact with their subject teachers whilst at home. The timetable will mirror their normal school timetable, with lessons taking place at the usual times. The lessons will take 1 of 3 formats: i) Live lesson; ii) webinar; or iii) self-study period. Live lessons and webinars will be teacher led and during these periods pupils will be required to logon to their Google Classroom in order to take part.

Pupils will be given a copy of their home learning timetable which will indicate which lessons are live, webinars or self-study. The timetable will also be available on the school website and shared with parents and carers via Parent Pay. Pupils are currently being introduced to this initiative and a webinar will also be provided to parents and carers. Should a situation arise whereby a small number of pupils are required to isolate, the approach to home learning will be amended accordingly and we will inform you of this as soon as possible.

### **The Wearing Of Face Coverings**

You will recall that I advised you of the Local Authority's strong recommendation regarding the wearing of face coverings in communal areas within schools. During the course of yesterday, however, this advice changed. Headteachers have been instructed that the **wearing of face coverings in communal areas should be compulsory in secondary schools**. This clearly reflects Welsh Government concerns regarding the increase in transmission numbers. We recognise, of course, that pupils with certain additional learning needs will be exempt from this mandate and, consequently, today we have purchased lanyards displaying exemption cards for such instances. For the remainder of the school population, however, we would expect that all pupils will wear face coverings whilst in communal areas as of Monday 21<sup>st</sup> September. This includes the 6th form area Ty Celyn. Again, we would emphasise that our school site is small and many corridors are very narrow. The wearing of face coverings in classes remains optional. All pupils have now been provided with face coverings and we will re issue complimentary coverings in the coming weeks. If, however, your child has lost their coverings, they can report to reception and receive a new one. You may, of course, prefer to provide your child with their own face covering. Should there be a particular reason for your child not to wear a face covering please can you e mail the school at [hjones@cardiffhigh.co.uk](mailto:hjones@cardiffhigh.co.uk)

### **Break Time Canteen Provision**

Both the introduction of the split lunch and contactless payment cards have gone very well since the start of term.

We are now in a position where we are able to safely open the canteen at break time albeit on a smaller scale for the time being. Within the newly introduced split lunch structure, Key Stage 3 pupils currently have an early lunch break; we have decided, therefore that pupils in Years 10 and 11 may use the canteen at break time – whilst remaining mindful of their discreet exit and entrance points and also their zoned seating areas.

Please can we politely request that your child's account for the payment of school meals is either undertaken remotely or by cheque. Should you require further support in terms of signing up for Parent Pay or splitting payments, please do not hesitate to contact us – [syoung@cardiffhigh.co.uk](mailto:syoung@cardiffhigh.co.uk).

### **Open Evenings/Parents' Evenings**

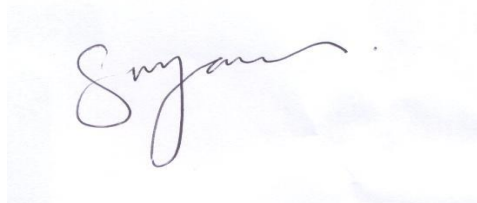
Welsh Government guidance currently highlights the importance of minimising the number of visitors onto a school site. In light of this, we are currently planning our new approach to our wide range of traditional parental/school meetings. We shall update you regarding this in the coming weeks.

### **Delivering Items To Reception**

In line with Welsh Government guidance, we have politely requested that you do not come on site without an appointment. We recognise, however, that on occasion your son or daughter may have forgotten an item such as a bag, a PE kit etc. Please can we ask that if this situation arises, you telephone reception to alert the team to the fact that you are going to be coming on to site. Please can we also request that you do not hand items to the reception staff. Once you have arrived on site, your child will be called to reception to take delivery of the forgotten item. Many thanks for your cooperation in this matter.

Please continue to use our website and follow our Twitter page for further updates and information.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'S M Jones', is written over a light blue rectangular background.

S M JONES

Headteacher