



Wednesday 21<sup>st</sup> September

Dear Parents and Carers

**Re: Covid 19 Outbreak Management**

I am writing to inform you of our current situation regarding the levels of Covid cases in school and the plans for managing this now and in the future.

We have had a really successful return to school and a degree of normality so far, however we have recently experienced a small number of positive Covid cases within the school community and need to guard against any complacency in our collective efforts to control the spread of the virus. No one in the school community wishes to return to lockdown, remote learning or the much tighter and controlled school learning environment we experienced last year. However, in order to support managing potential outbreaks, we have updated our Risk Assessment, written our Outbreak Management Plan and devised our strategy in the event of a significant rise in cases. All these documents can be found attached to this letter and on our website.

A summary of our outbreak strategy can be found below as a guideline for how we will escalate our controls when required and upon the advice and guidance of Public Health England and Surrey County Council. **We are currently operating at Tier one.** Should cases continue to rise, with evident links between them, this will require us to move to Tier two. The main impact of this will be the reintroduction of wearing face coverings in corridors and crowded areas where social distancing is not possible.

In order that we are prepared to make this change as quickly as possible and to support remaining as close to normal in all other ways – **please can I ask that parents and carers ensure students have face-coverings with them as they come into school from tomorrow (Wednesday 22<sup>nd</sup> September) onwards.** This way, we can take the step to move to Tier Two quickly (even during the day if required). The school will be able to issue face coverings if these are lost or damaged and students who are exempt will, of course, not be expected to wear them.

We would like to minimise any changes in the current operating tier level and would encourage students who live in the same household as another person who has COVID-19 symptoms or is living with someone that has tested positive for COVID-19 to wear a mask as much as possible, whilst they are at school.

OUTBREAK STRATEGY		
Tier Level	Tier Description	Measures to be implemented
<b>Tier One</b>	No Lockdown, Restrictions Lifted, normal life with a few existing measures in place	<ul style="list-style-type: none"> <li>• Continual monitoring of cases in school</li> <li>• One way system in place</li> <li>• Largely face to face Assemblies (Virtual assemblies where appropriate)</li> <li>• Visits allowed but managed</li> <li>• Face to face learning &amp; meetings may take place</li> <li>• Although encouraged where possible, social distancing not enforced</li> </ul>

Headteacher: Mr P Foster BA (Hons) MA NPQH  
Address: Tithepit Shaw Lane, Warlingham, Surrey, CR6 9YB  
Telephone: 01883 624067 Email: info@warlinghamschool.co.uk  
Website: www.warlinghamschool.co.uk



A School within the Tandridge Learning Trust

		<ul style="list-style-type: none"> <li>• Mask wearing optional</li> <li>• Continued increased hygiene measures</li> <li>• Improved ventilation</li> <li>• Normal canteen service</li> <li>• Classroom layout to be at the discretion of the teacher (but seating plans required)</li> </ul>
<b>Tier Two</b>	Rise in cases - unconfirmed outbreak Rise in cases seen in the community and a heightened awareness requiring further management required to support safe day to day provision of education	<ul style="list-style-type: none"> <li>• Minimise visitors to site</li> <li>• Limited public events (with controls)</li> <li>• Minimal face to face meetings</li> <li>• Virtual Assemblies (face to face where targeted)</li> <li>• Mask wearing in all communal areas to be reinstated</li> <li>• Social distancing where possible</li> </ul>
<b>Tier Three</b>	Further rise in cases – confirmed outbreak. Rise in the local community which is considered to increase risk in school and the day to day running	<ul style="list-style-type: none"> <li>• All assemblies managed virtually</li> <li>• Canteen service limited to pick up and individual wrapping</li> <li>• Possible return to remote learning for some year groups if staffing capacity demands</li> <li>• Revert to Teams for all non-essential meetings</li> </ul>
<b>Tier Four</b>	Full implementation before possible Lockdown / Closure	<ul style="list-style-type: none"> <li>• Social distancing to be enforced</li> <li>• Return to staggered day / split lunches / breaks etc</li> <li>• Mask wearing in all communal areas in school and whilst moving around to school to be enforced and whilst teaching</li> <li>• No visitors to site except for safeguarding / essential external agency etc</li> <li>• Remote working in place where needed</li> <li>• Minimal Canteen service / Priority to FSM / PP</li> <li>• Prepare for lockdown and keyworker provision</li> </ul>

### Home testing

The positive cases picked up so far have been identified following positive lateral flow tests carried out at home (and subsequently PCR tests), reminding us all of the important role that home testing has to play in helping prevent the spread of coronavirus. Taking regular rapid tests (using home testing kits) helps give peace of mind that our children and staff are not spreading the virus without knowing. In light of recent cases within the last few days, I am requesting that where your child has not yet completed a lateral flow test at home this weekend or this morning, they complete a test and, if positive, the result is shared with the school.

### What to do if your child develops symptoms of COVID-19?

The most common symptoms of coronavirus (COVID-19) are recent onset of:

- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of taste or smell (anosmia)

If your child develops symptoms of COVID-19, they should self-isolate straight away and you should obtain a PCR test for your child. Please inform the school via <mailto:attendance@warlinghamlt.co.uk>.

You should await the result of the PCR test and follow advice and guidance before returning to school. Thank you for your support and actions as we learn to live with the virus while also minimising the risks of the virus spreading within school and the local community.

Yours faithfully

A handwritten signature in black ink, appearing to read 'P Foster', with a long horizontal flourish underneath.

Mr P Foster

Headteacher