



# Our Lady Catholic Primary School

Woodhall Lane, Welwyn Garden City  
Hertfordshire AL7 3TF  
Tel: (01707 324408)

Email: [admin@ourladys527.herts.sch.uk](mailto:admin@ourladys527.herts.sch.uk)  
Website: [www.ourladys527.herts.sch.uk](http://www.ourladys527.herts.sch.uk)

*Headteacher:* Mr. R. Curry  
*Deputy Headteacher:* Mr. D. Abrahams

14<sup>th</sup> September, 2020

Dear Parents/Carers,

As many of you may be aware from the news, there has been a rise in the number of cases of Coronavirus in Hertfordshire. As a school, we want to do all that we can to keep our community safe and want to share some key information with you.

## Face Masks:



As of tomorrow morning, all staff who are out at the front of the school at both drop off and pick up time will be wearing a face mask or covering. We would strongly encourage parents and carers who are dropping off and collecting children to do the same. This is a matter of personal choice, of course, but we would like to ensure that our school premises is as safe as possible at these busy times in the school day.

The symptoms of Covid-19 are as follows:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) if you do measure temperature 37.8 or above
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

## What to do if your child or anyone in your household develop symptoms

- Do not send your child to school.
- If your child develops any of these symptoms at school, we will isolate them from the rest of their class and call you to ask for them to be collected.
- Please book a test as soon as possible.
- The household should stay at home and have no visitors until you get your test result – only leave home to have a test.

- Please refer to the document 'Information for parents and carers on suspected COVID-19 (coronavirus) in a child' for further clarification – which is attached to this letter.

We appreciate that this may not be easy for many and some aspects will be inconvenient to some working parents. However, we are working to government and Public Health England guidance to ensure the safety of children, staff and families and this cannot be compromised by convenience. As I am sure that you all understand, it is very important that we are confident that everyone, both children and staff alike, are safe when they come into school. We are focussed on making our school as safe as it possibly can be.

### **How to access testing:**

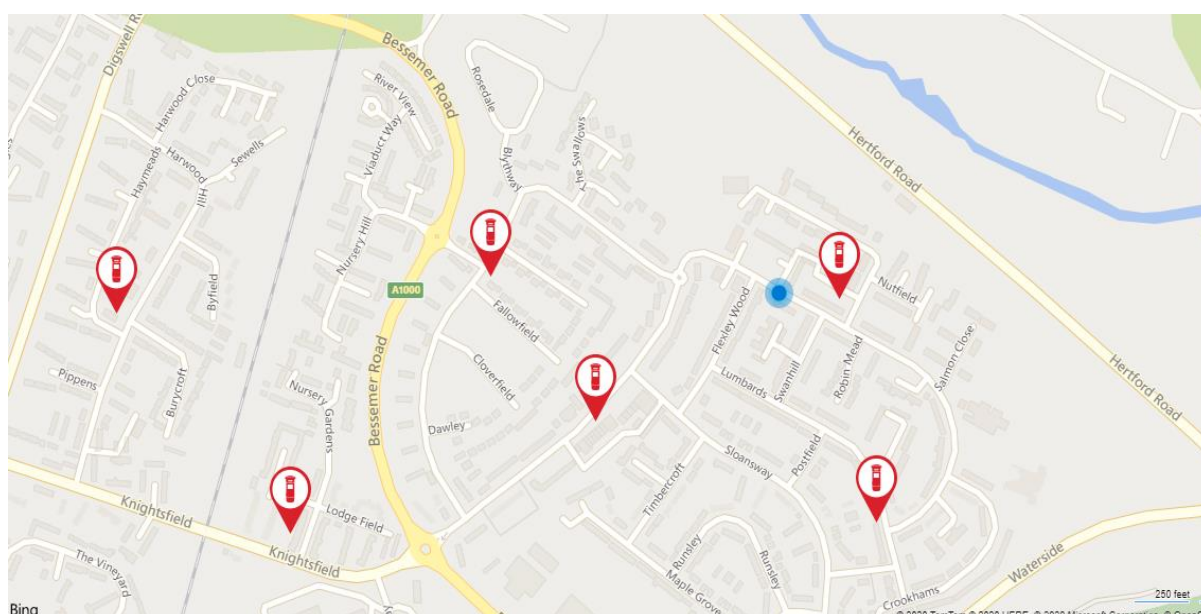
#### **Test Sites:**

- The most local test site is **Tesco Plus HQ, Shire Park Car Park, Welwyn, AL7 1GA.**
- To book a test, click on the following link:  
<https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name>
- **If you have difficulties making a booking, appointments are refreshed for the following morning at 8pm in the evening and at 10am in the morning for the same day. PLEASE CHECK AGAIN AT THESE TIMES.**

#### **Home tests:**

- Home tests can be ordered if you are unable to access a testing site
- Home test are ordered in the same way as booking an appointment for a test using the link above
- **It is important that kits are posted to the address given via ROYAL MAIL PRIORITY MAILBOX so that they are prioritised by Royal Mail to go to testing labs**

The nearest priority mail boxes to school are seen below.



- Find your nearest priority mailbox via this link [www.royalmail.com/services-near-you#/](http://www.royalmail.com/services-near-you#/)

## **Test results:**

### *Negative:*

- Should the test come back negative, your child can return to school immediately as long as they are no longer unwell. If they remain unwell keep them at home until they are better as usual.
- Please forward the email you receive indicating a negative result to [admin@ourlady527.herts.sch.uk](mailto:admin@ourlady527.herts.sch.uk)

### *Positive:*

- **Let school know immediately.** If it is out of school hours or over the weekend please email the school office as these emails are checked regularly.
- **The person that has tested positive must isolate for 10 days.**
- **The rest of the household must isolate for 14 days.**

## **What would happen if a child or staff member tested positive?**

Should a child or staff member test positive, we would be required to send home any person that has been in close contact with them.

Close contact is defined as:

- Direct close contact – face-to-face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin).
- Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual.
- Travelling in a small vehicle, like a car, with an infected person.

The school would seek definitive advice from our local health protection team about this.

Please click on the link below to read instructions for using test kits:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/907961/Coronavirus\\_home\\_test\\_step-by-step\\_guide.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/907961/Coronavirus_home_test_step-by-step_guide.pdf)

Please click on the link below to watch a video for parents on swabbing children:

<https://www.youtube.com/watch?v=Xaw8DsF2lgc>

## **Flu Vaccinations:**



More than any other year, it is important that our children are vaccinated against flu this year - given that COVID-19 will be circulating at the same time. Please ensure you return the form to school as soon as possible.

As always, we truly appreciate your continued support and co-operation in these unprecedented and challenging times. Should you have any further questions regarding the information in this letter please do not hesitate to ask. Together, we can work as one, to ensure that the children, staff and parents of our school are kept as safe and secure as possible in the coming months.

With very best wishes,

Richard Curry