



Principal: Dr Katharine Vincent

Friday 4th December 2020

Dear colleagues,

I am writing to inform you that there has been a further confirmed student case of Covid-19 at the school.

The affected student is in Year 13 and studies Applied Science. The student concerned has been absent from school since Friday 27th November.

In line with national guidance, we have reported this case to the relevant authorities. We have been advised that there are a small number of other students who must self-isolate, as potential close contacts of the case. Most of these students are in Year 13; one of them is in Year 12.

The students in who are required to self-isolate have been contacted directly, sent home and advised that they must self-isolate for 14 days from their last contact with the case. Most of these students will be due to return to school on Monday 14th December.

Students who have been sent home to isolate have been provided with laptops by the school, if they do not already have access to one at home, to ensure they can continue their lessons online.

I want to take this opportunity to reassure you that we have taken swift action in this case. We are following all relevant guidance and will continue to do so. All cases will be referred for advice to Public Health England and the relevant authorities. We know that you may find the situation concerning but we are continuing to monitor the situation and are working closely with Public Health England. This letter is to inform you of the current situation and provide advice about how you should respond.

What to do if you develop symptoms of COVID 19

If you develop symptoms of COVID-19, you must not come to work and should remain at home for at least **10 days** from the date when your symptoms appeared. Anyone with symptoms will be eligible for testing and this can be arranged via <https://www.nhs.uk/ask-for-a-coronavirus-test> or by calling 119.

All other household members who remain well, must stay at home and not leave the house for 14 days. This includes anyone in your 'Support Bubble'.

Further information is available at: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

The 14-day period starts from the day when the first person in the house became ill. Household members should not go to work, school or public areas and exercise should be taken within the home. If you require help with buying groceries, other shopping or picking up medication, or walking a dog, you should ask friends or family. Alternatively, you can order your shopping online and medication by phone or online.



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Household members staying at home for 14 days will greatly reduce the overall amount of infection the household could pass on to others in the community.

If you are able, move any vulnerable individuals (such as the elderly and those with underlying health conditions) out of your home, to stay with friends or family for the duration of the home isolation period.

Symptoms

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)

For most people, coronavirus (COVID-19) will be a mild illness.

If you or a member of your household does develop symptoms, you can seek advice from the nhs.uk website at <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>.

How to stop COVID-19 spreading

There are things you can do to help reduce the risk of you getting ill with COVID-19:

Do

- wash your hands with soap and water often – do this for at least 20 seconds
- use hand sanitiser gel if soap and water are not available
- wash your hands as soon as you get home
- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- put used tissues in the bin immediately and wash your hands afterwards

Please remember that all students and staff are required to wear face-masks around the UTC building, at all times except when they are in lessons.

Many thanks for all your hard work and your continued support during this challenging time.

Yours sincerely,

Dr K Vincent
Principal