

Letter from Matthew Bartlett, Head Master

Friday 11th September 2020

Dear Parent/Carer,

I just wanted to provide an update at the end of a week where more change has been announced by the First Minister. In particular I want to clarify processes in the case of any pupil who might test positive for COVID or those who are subsequently identified as contacts.

Infective period of COVID19

When an individual has COVID-19, they are at risk of passing it on to others. It is understood that people may pass on COVID-19 in the 48 hours before they start to develop symptoms, and up to 10 days after the symptoms start. Where there are no symptoms contact tracing uses the date of the test instead, i.e. contacts 2 days before the date of test until 10 days after. These are the parameters we use for identifying a contact.

Contacting the school

Email is the best way of contacting the school about a case of COVID and my email is always monitored (MDBartlett@staloyisus.org). Please **do not** ring or email other pupils or parents/carers as this heightens anxiety. We will always then follow proper procedures and act promptly.

Identifying cases of COVID-19 and contacts

We may be the first organisation to be made aware of a new case of COVID-19, either directly from the case (the person who tested positive) or from their parent/carers. Test & Protect will also be notified but there will be a short delay before the case is on the contact tracing database, and a further delay before the school setting is identified during interviews. Therefore, our job is to identify contacts within school as soon as possible and send the young people home to self-isolate.

From Monday 14th September to ensure that we are acting as efficiently as possible, Mrs Lisa Alvarez has been designated as our COVID link and will centralise any actions needed Monday – Friday, for both schools. If your child is identified as a contact then she will be the person most likely to be calling you and advising about isolation. She will keep Heads of Year and/or Junior School Deputies informed and engage them as required. A pastoral call will follow within 48 hours from a member of the Pastoral Team.

Initial actions

- We will always clarify that this is a confirmed diagnosis of COVID-19 (i.e. the pupil went for a test and has received confirmation that they tested positive)
- If a pupil has a confirmed diagnosis of COVID-19 we will always:
 - Confirm contact details for the case or guardian;
 - Explain that information about the positive test and contact details will be shared with Public Health and that they will be contacted;
 - Where possible, ask whether the pupils had symptoms and when they started
 - Establish when the case last attended the school

Identifying which pupils were in contact with the case

I have been asked how we then proceed in identifying contacts. We are required to produce a list of individuals who may be a contact based on the criteria for a close contact in the box below. This will include all school run activities including transport to school where appropriate. The full school day will be considered including breaks. The layout of classrooms and measurement of distance may be required. All staff are required to submit seating plans for each lesson, indicating the room, period and group with pupil names filled in. This supports our decision making, particularly where there is some uncertainty about the level of

contact. Those identified as a contact will be asked to self-isolate as per national guidelines which currently means a whole household must isolate if that household is based in Glasgow, East Renfrewshire, West and East Dunbartonshire and Renfrewshire. Currently, South Lanarkshire, North Lanarkshire and Inverclyde are not in localised lockdown and only the contact needs to self- isolate not the rest of their household.

- We will speak with the pupil who is infected and/or parent/carer to establish a list of contacts as the primary starting point
- We will review closed circuit cameras where this provides identification of contact in communal areas or corridors
- We will listen sympathetically to young people who may think they are contacts but then confirm this against seating plans to avoid any errors caused by understandable anxieties
- We may ask teachers for their recollection of potential pupils who are contacts

Definition of a contact;

- People who are within 1m and face to face with the case for any length of time
- People who are within 1m for one minute or longer without face-to-face contact
- People who are within 1-2m of the infected individual for any more than 15 minutes cumulatively.

Mrs Alvarez will call parents to either to get permission for the pupil to be sent home or to direct the young person to wait for their parent/carer in a discrete area. **If you arrive to pick up your child, please call reception (Senior or Junior as relevant) and your child will be sent out to you.** We cannot allow parents to enter the building with the current visitor policy and this of course keeps everyone safe,

Mr Anderson and Mrs Erskine are responsible for the Academic and Pastoral support of young people in the Senior School and the Deputes in the Junior School carry out the same function. They will be able to advise parents on specific concerns that have not already been dealt with.

As Head Master, I am responsible for liaison with public health and with communication matters, including staff, parents and Governors.

Were there to be any pupils affected in Kindergarten or area regulated by the Care Commission, Mrs Brown as Manager of this area would work directly with them and liaise with me.

What happens about cases at the weekend?

During the weekend there is an on-call rota for CLT. Again, an email notification to MDBartlett@staloyisius.org will be forwarded to the on-duty team member. The CLT member on duty would then identify contacts through conversation with the parent and/or pupil and possibly seek clarification with a staff member. Close contacts would then be called and asked to stay at home for the period of self-isolation.

What about work?

Mr Anderson and Mr McHugh will be writing next week about this. Staff are working very hard to re-engage all our learners post lockdown and yet we are also aware of those who may, through no fault of anyone's, have to self-isolate in the current evolving situation. We want to provide the best possible, yet sustainable service that can responding to the many possibilities that our changing and uncertain work may create. We have to be mindful of everyone's wellbeing, pupils, parents and staff and that there are no easy solutions in the current climate.



As ever, your support is not just appreciated but something I am hugely thankful for.

Kindest regards and prayers.

Matthew D. Bartlett HEAD MASTER

T: 0141 332 3190 | E: MDBartlett@staloyisus.org | W: www.staloyisus.org

45 Hill Street, Glasgow, G3 6RJ



GREAT THINGS HAPPEN IN THE GREEN BLAZER