



Budges Gardens, Wokingham, RG40 1PX
Tel: (0118) 334 1510

23rd October 2020

Dear Parents / Carers,

Re: Half term arrangements for Test and Trace

It has been a challenging eight weeks for us all, but we can now breathe a sigh of relief as we have made it to half term. I now find myself pondering the arrangements for next week, in the event that anyone in the Foundry community tests positive during half term. Our strategy is as follows:

- If your son/daughter, or someone else in your household develops Covid-19 symptoms, the whole household must self-isolate, arrange a Covid-19 test and let us know immediately by leaving me a voicemail or text on **07584 194371**, stating clearly your name, your son/daughter's name, who in the household has symptoms and when the symptoms started.
- The phone will be checked regularly and I will acknowledge receipt of your message.
- Upon receipt of the test result, please leave me a further message with the outcome: negative or positive.
- If the result is negative, Foundry College will take no further action.
- If the result is positive and is for a household member who is not a student of Foundry College, the whole household, including the student will be required to self-isolate for 14 days.
- If the result is positive and is for a student of Foundry College, the student is required to self-isolate for 10 days, whilst the rest of the household is required to self-isolate for 14 days. I will be required to notify the local authority and Public Health England (PHE).
- PHE will discuss with me the potential risks of transmission and will advise who else needs to self-isolate based on close contacts, including in the 48 hours prior to start of the symptoms.
- Foundry College will contact by a telephone conversation the parents / carers of any student who has been in close contact and is required to self-isolate. I will use the emergency contact number that you have provided.
- Foundry College will then email a short letter to all members of the college community to advise that there has been a positive case in either a staff member or student and explain the impact. The identity of the person (staff or student) will not be shared.
- This communication strategy comes into effect from 3 pm Friday 23rd October.

Given the timings of possible transmission of the virus, it is possible that a student or staff member displaying symptoms from tomorrow, Saturday, could have infected others in college as far back as Thursday. We have therefore been especially mindful of the need for good social distancing, ventilation, hygiene and to reduce the actual contacts between members of the onsite community in the last couple of days of this week, in an attempt to limit any consequence.

Should you be planning to travel abroad, please be mindful of current travel advice and enforced quarantine measures. Quarantine would be recorded as unauthorised absence. It is essential that we all continue to follow public health guidelines and observe any restrictions imposed by the local tier designation.

Foundry College is closed for half term, so any non Covid-19 related messages and queries will be addressed at the start of next half term. College re-opens to students on Tuesday, 3rd November.

I hope you and your families are able to have a restful half term break.

With warmest wishes

A handwritten signature in black ink, appearing to read "Jay Blundell".

Jay Blundell
Headteacher