

Parents: What to do in the event of a confirmed case of Covid-19 at the School

In the event there is a confirmed case of Covid-19 at the School (either a staff member or a student) it is highly likely that the School will be closed for at least two business days while officials conduct an intensive cleaning of the campus.

The following plan will also be implemented:

STEP 1

The Headmaster will send an email to all parents advising them that there has been a confirmed case of Covid-19, the School is closing and they are to come and collect their child as soon as possible.

- An SMS will also be issued to all parents.

STEP 2

Students will return to pre-determined locations where they will await collection by their parents.

- Junior School students will wait with their classroom teacher at the Junior School undercover court until their parents arrive.
- Secondary School students will return to their tutor group rooms until their parents arrive.
- Secondary School students will be able to take public transport home (or drive themselves and any younger siblings), however, they must get signed off from their tutor prior to leaving.

- When you arrive at the School please remain in your car and either SMS or email your child or their teacher/tutor with your car park location and the teacher will dismiss them. Very young children will be escorted to meet their parents. Staff will be on duty at the various car park pick up locations to ensure everybody leaves safely.

STEP 3

Remote learning will be reactivated for all year levels until it is confirmed that students can return to School.

- If a case of Covid-19 is detected outside of School hours, parents of students in Years 3-6 will receive a separate communication from the School detailing how students can obtain a laptop for remote learning.

Notes for parents:

Once students have been collected it is recommended all immediate family members proceed to the nearest Covid-19 testing centre for diagnosis.

If you cannot come to the School straight away do not panic. A staff member will remain with your child until they can be collected.

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**St Paul's
School**