

BAR LANE  
OLD BASFORD  
NOTTINGHAM  
NG6 0HT

PRINCIPAL: CHRIS KEEN  
T +44 (0)115 913 1338  
E [enquiries@ellisguilfordschool.org.uk](mailto:enquiries@ellisguilfordschool.org.uk)  
[www.ellisguilfordschool.org.uk](http://www.ellisguilfordschool.org.uk)



ELLIS  
GUILFORD  
SCHOOL  
*Creative  
Education  
Trust*

Friday, 18<sup>th</sup> September 2020

Dear Parent/Carer,

The number of calls that we are currently receiving from parents/carers has increased substantially in the last few days. Understandably, these calls are relating to anxieties you may have about sending children into school who may have mild physical symptoms. Your frustrations and concerns about mixed messaging in the wider media are understood, and it is clear from most of these conversations that parents/carers are very much wanting to do the right thing by getting their children into school.

Like all schools across the country, we are following closely the Department for Education guidance. This ensures that we fulfil our statutory responsibilities, and all critical safety guidelines. At the moment, their guidance to schools outlines our responsibilities as follows:

***Ensuring that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms or have tested positive in at least the last 10 days and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19).***

All schools must follow this process and ensure all staff are aware of it. If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in their normal sense of taste or smell (anosmia), they must be sent home and advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19).

If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms.



Coronavirus Symptoms are defined by the Department for Education and the NHS as:

- **High temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **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)
- **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

We fully understand that there is a lack of capacity in testing, however we have not yet been issued with alternative guidance and must therefore continue to follow the guidance above.

Thank you to all parents for continuing to support Ellis Guilford and its staff so that we can work to provide the best possible educational experience for our young people.

Sincerely,

Mr C Keen,  
Principal