



# Education, Communities & Organisational Development

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12 November 2020

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Dear Parent/Carer

I hope my letter finds you and your families well as we continue in a very different world at this time. When I last wrote to you, we were in the very fortunate position to have no Covid-19 cases which were impacting on our schools or ELC settings at that time.

Unfortunately this position has changed and we have been working closely with the Grampian Health Protection Team, Head Teachers/ELC Managers as positive cases are announced. You will be aware from either direct contact or via various media platforms that there has been disruption to a number of schools over the past fortnight. Thank you very much for your continued support and understanding as we navigate through the various processes once positive tests are confirmed.

This letter will provide you with more information about the process when a positive case is determined and what you as a parent/carer will receive in the form of information and from whom. Hopefully this will allay any fears you have as well as reiterating the need to follow health and safety processes to stop the transmission of the virus.

Once a positive case is detected, Public Health and ourselves engage in dialogue and go in to a period of risk assessment in order to determine who the close contacts are as well as deciding if any additional measures need to be taken. This is a joint process between both parties. This can take some time depending on the volume of information to be gathered and analysed as well as how many other cases have been detected across Grampian and the capacity of those involved to deal with each case. The Head Teacher will issue communication to the school community once agreement has been made between myself as Chief Education Officer, the Head Teacher and the Public Health Team. Coordinating the release of information can be tricky and dependent on the availability of staff. I am sure you understand this as well as the pressure on school teams when positive cases are known.

You will only hear from us or Public Health if the outcome of a positive case(s) investigation has identified close contacts within a school or ELC setting. If a positive case investigation does not impact on school staff or pupils then that information will not be released as I am sure you will understand. Everyone has the right to confidentiality and you will only be informed as and when this is necessary due to any impact on your child(ren).

Any communication with you will be as follows:

## **Your child(ren) has been identified as a close contact**

- You will receive a letter from Public Health via the HT/ELC manager to inform you that your child(ren) will need to self-isolate and with guidance to be followed
- You will receive a letter from the Headteacher/ELC manager to inform you of how your child(ren) will access learning during the period of self-isolation as well as signposting you to local support available to your family
- A phone call from Public Health to inform you of the isolation period and to allow you to respond to any questions you may have (this may happen before you get the letter or after)

## **Your child has not been identified as a close contact**

- You will receive a letter from the HT to inform you of positive case(s) however this will also provide information that it is safe for your child to be in school

If a case is not linked to school or the member of staff or pupil has been absent during the infectious period, you will not receive any communication with regards to this. Whilst we appreciate you will have anxieties around this, please be assured that a thorough risk assessment has taken place and it is vital that children and young people continue to attend school if they are not self-isolating or ill. Attendance is necessary to ensure that learning continues and that children and young people do not miss out on key areas of learning and study. Your support with this is greatly appreciated. We continue to implement robust health and safety processes in order to keep everyone safe.

Head Teachers/ELC managers will keep you updated, depending on the impact, on a regular basis using normal communication methods. We fully understand that this is a challenging and stressful time as we see positive cases more evident in our community and so we reiterate the measures in place to keep everyone safe at this time.

Attached is an updated copy of our Moray Learners' Top Tips if you have not already received this from the school. This gives you good advice to share with your child(ren) in line with the 4<sup>th</sup> version of the Coronavirus (COVID-19): Guidance on reducing the risks from COVID-19 in schools.

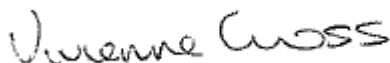
As a reminder to you all, you should:

- Keep your child at home and book a test if they have any of the symptoms of COVID-19, however mild they may seem
- If your child has been asked to self-isolate then it is imperative that they do not leave the house for the duration of their self-isolation period
- Wear a mask when dropping your child(ren) off at school whilst maintaining 2 m social distance
- Make sure your child(ren) has washed their hands/sanitised before going on school transport
- Encourage your child(ren) to stay on the same seat on the bus where possible
- Be reminded to avoid entering the school building as visitors are limited to essential visits only
- Ensure that your child(ren) has everything they need when going to school in the morning – it is not possible to drop off bags, lunch boxes etc during the school day
- Inform the school if your child(ren) have been tested positive or if they are self-isolating if you or another member of your household is displaying symptoms
- Contact the school if you require help with remote learning if your child is self-isolating
- Not keep your child(ren) at home if there they are not classed as a close contact or are self-isolating for another reason
- Encourage your child(ren) if they are in secondary school and going in to town at lunchtime to dispose of their litter correctly, to wear a mask and also to social distance and to be mindful of any restrictions shops may have at this time.
- Be assured that enhanced cleaning is currently in operation in all settings on an ongoing basis. If Public Health determine, through risk assessment, that additional cleaning is required, we will put this place.

We all wish to keep children and families safe at this time and we ask you to keep reminding your child(ren) about the importance of all the measures in place to keep them safe.

Sincere thanks to you all for your continued support at this time. Please stay safe and well.

Yours sincerely



**Vivienne Cross**  
**Head of Education (Chief Education Officer)**