

**Grantown Grammar School**

Cromdale Road, Grantown-on-Spey PH26 3HU  
Tel: (01479) 872649  
E-Mail: [grantown.grammar@highland.gov.uk](mailto:grantown.grammar@highland.gov.uk)  
Web Site: [www.ggschool.com](http://www.ggschool.com)



**THE HIGHLAND COUNCIL  
COMHAIRLE NA GAIDHEALTACHD**

Mrs Claire McGonigal, Headteacher

4 September 2020

Dear Parent/Guardian

**Updates to Covid 19 related Pupil Absence Protocol: inform the school of a negative test**

As a school we are constantly reviewing and responding to the changing situation regarding health and safety. The recent local cluster has led us to pay close attention to our pupil absence protocol. If your child is absent because they are presenting with symptoms of Covid, please can you let us know if you intend to have them tested. It is also essential that you let us know, either by email or a phone call / phone message that the test is negative before you send your child back to school. This could be on the day your child is returning eg a quick phone call or email as your child leaves for the school bus.

Following this protocol would greatly help our record keeping. It would also help us keep NHS Scotland up to date for Track and Trace if required.

Thank you for your ongoing support. It's reassuring to know that the overall atmosphere in the school continues to be one of learning and fun despite our local cluster.

If you have any questions about the contents of this letter, please do not hesitate to contact the school.

Yours faithfully

*Claire McGonigal*

Claire McGonigal  
Headteacher



### **Health and Safety around the school and community**

- Use hand sanitiser when entering the building
- Use hand sanitiser when entering and exiting a classroom.
- Wipe down desks with sanitiser spray when entering a classroom.
- Wear masks between lessons, in communal areas, the canteen and in class if you want.
- Put a mask on if any member of staff needs to get close to discuss your work.

Outside of school, keep the GGS name strong by wearing facemasks on the bus, in shops and when out and about to protect our whole community.

Remember: It's our community so be kind and take responsibility.