



22 October 2020

Dear Parent/Carer

I am writing to you to share our COVID related communications over the half term period to ensure the good practice we have all established is maintained. It is critical that we keep lines of communication open at least until midday on Wednesday, 28 October in relation to test results. This is because we have to identify staff and students who have been in contact with a positive case in the 48 hours prior to the onset of symptoms, or 48 hours prior to the test outcome where a person is asymptomatic.

For example: if a student develops symptoms on Sunday morning, gets tested on Monday and a positive outcome is received on Tuesday, we would need to contact all staff and students who had contact with that person during Friday, 23 October and advise that they need to self-isolate. Please use this link to access the latest guidance for households:

[COVID-19 Guidance for households with possible coronavirus infection](#)

Please see the instructions below for following up a positive test outcome during half term.

What to do if your child tests positive up to midday on Wednesday, 28 October:

1. As soon as a positive test result is confirmed for your child, please send a message via the MyEd app. This will be monitored by a member of SLT until midday on Wednesday, 28 October. Please do not use any other communication method as only MyEd will be monitored. If a positive test outcome is received after this date and time, you do not need to contact school immediately, but your household should self-isolate and you should contact the parents of any friends your child has had contact with in the preceding days of the holiday. Notify school on Monday, 2 November to let us know that your child/children is/are self-isolating, using the normal method of notifying us of an absence.
2. Your message sent via the MyEd app needs to contain the following information:
 - i) Name of student, including form and year group
 - ii) When they were last in school
 - iii) Date, time and outcome of test
 - iv) Date and time of when symptoms first presented
 - v) Date when self-isolation began
 - vi) Names of close friends your child may have been in contact with at break and lunchtime.

Once we receive notification of a positive test result, members of the SLT will confer, in consultation with the Trust, and determine which students were contacts of the positive case and who therefore need to self-isolate.



How will this information be communicated?

1. Parents will receive a text message informing you that your child has been identified as a close contact of someone who has tested positive.
2. The text message will confirm that the child must self-isolate and the date they can return to school.
3. Work will be set on Classcharts if your child has to self-isolate beyond half term.

Many thanks for your continued co-operation.

Yours faithfully



Matthew West
Principal