



15 December 2020

Dear Parent/Carer

I am writing to you to share our COVID related communications over the Christmas holiday. The DfE have asked that schools continue to 'track and trace' for the first 6 days of the Christmas period up to Thursday, 24 December. We only need to be notified of a Positive test result if your child attended school two days before symptoms started, or when experiencing symptoms.

Please see the instructions below for following up a Positive test outcome.

What to do if your child tests positive up to 10.00 am on Thursday, 24 December:

1. As soon as a positive test result is confirmed for your child, please send a message via the MyEd app. Please do not use any other communication method as only MyEd will be monitored.
2. It is imperative that your message sent via the MyEd app contains the following information:
  - i) Name of student, including form and year group
  - ii) Date they last attended school
  - iii) Date, time and outcome of test
  - iv) Date and time of when symptoms first presented
  - v) Names of close friends your child may have been in contact with at break and lunchtime, walking to and from school.

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 for 10 days following the last date of contact with the infected person.

#### **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 for 10 days following the last date of contact. The message will confirm the date the isolation period ends.

If you receive a positive test result after Thursday, 24 December, 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. Notify school on Monday, 4 January to let us know that your child/children is/are self-isolating, using the normal method of notifying us of an absence.

Many thanks for your continued co-operation.

Yours faithfully



Matthew West  
Principal

