

## **Protocol for Reporting COVID-19 Symptoms**

Dear Parents and Friends of Castle Hill,

As the children start to settle back into school life, we continue to be vigilant in order to keep our school community safe. Our processes are being monitored, reviewed and reinforced as required, including things like regular handwashing, social distancing, not allowing parents to access onto the school site and our rigorous deep cleaning routines. In line with this, we would like to take this opportunity to advise you on the protocol for reporting COVID-19 symptoms outside of normal school hours.

### **What to do if my child develops symptoms**

If your child develops symptoms, please keep them at home and inform the school as soon as is possible by emailing [admin@chjs.net](mailto:admin@chjs.net). The subject line of your email should be "**COVID SYMPTOMS ALERT**". This will enable us to spot your email easily whilst monitoring the inbox outside of hours. All the information will be handled confidentially, although we may be required to advise other parents with children in the same Pod. Symptoms include one or more of the following:

- a high temperature
- a new, continuous cough
- a loss of, or change to, your sense of smell or taste

More detail is available online here:

<https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

Your child should be tested for COVID-19; this can be arranged online:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/>

You should consider alerting the people with whom they had close contact with in the last 48 hours to let them know they have symptoms of COVID-19.

### **What to do following a positive test**

If your child tests negative, they can return to school. However, in the event of positive test result, the child must self-isolate at home for seven days and follow the guidance available online: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

You will receive a request by text, email or phone to log into the NHS Test and Trace service website and provide information about recent close contacts. Other individuals may also need to self-isolate for 14 days; in most cases this will include the rest of their class (Pod), however PHE will support the school to identify those close contacts who will need to be advised to self-isolate and any further testing required.

If you have any queries, please do not hesitate to contact us.

Thank you for your continued support.

Stay strong and stay safe.

Kind regards

Mr John DF Martin and The Castle Hill Team