

Tuesday 30<sup>th</sup> March 2021

### Reporting a Positive Covid-19 Case during the Easter Holiday

Dear Parents and Friends of Castle Hill,

Firstly, we hope that you and your loved ones are well and are looking forward to the Easter holiday. We would like to thank you for your continued support in ensuring that symptomatic children are kept at home and that children who need to be picked up are done so promptly. Please read the following guidance on what to do if your child develops symptoms over the Easter holiday (the highlighted dates are specific to Castle Hill Primary). There is also a flowchart to make things clearer:

- For the first 6 days after teaching ends (**Friday 2<sup>nd</sup> April - Wednesday 7<sup>th</sup> April**), if a pupil or staff member tests positive for coronavirus, having developed symptoms within 48 hours of being in school (**3.30pm on Saturday 3<sup>rd</sup> April**), the school **MUST** be contacted. The school is asked to assist in identifying close contacts and advising self-isolation, as the individual may have been infectious whilst in school.
- Where a pupil or staff member tests positive for coronavirus, having developed symptoms more than 48 hours since being in school (**later than 3:30pm on Saturday 3<sup>rd</sup> April**), the school should **NOT** be contacted. Parents and carers should follow contact tracing instructions provided by the NHS Test and Trace.
- Where pupils are required to self-isolate due to contact with a positive case **after Wednesday 7<sup>th</sup> April**, we do not need to be informed about your child's absence until the first day of the new term.

We have created an online form to simplify the process should you need to contact the school to advise us that your child has tested positive for COVID-19. This will enable us to collect all the relevant details needed to assist the track and trace process. We will acknowledge receipt of your form via email. Please **DO NOT** telephone the school, as these are not being monitored over the holiday.

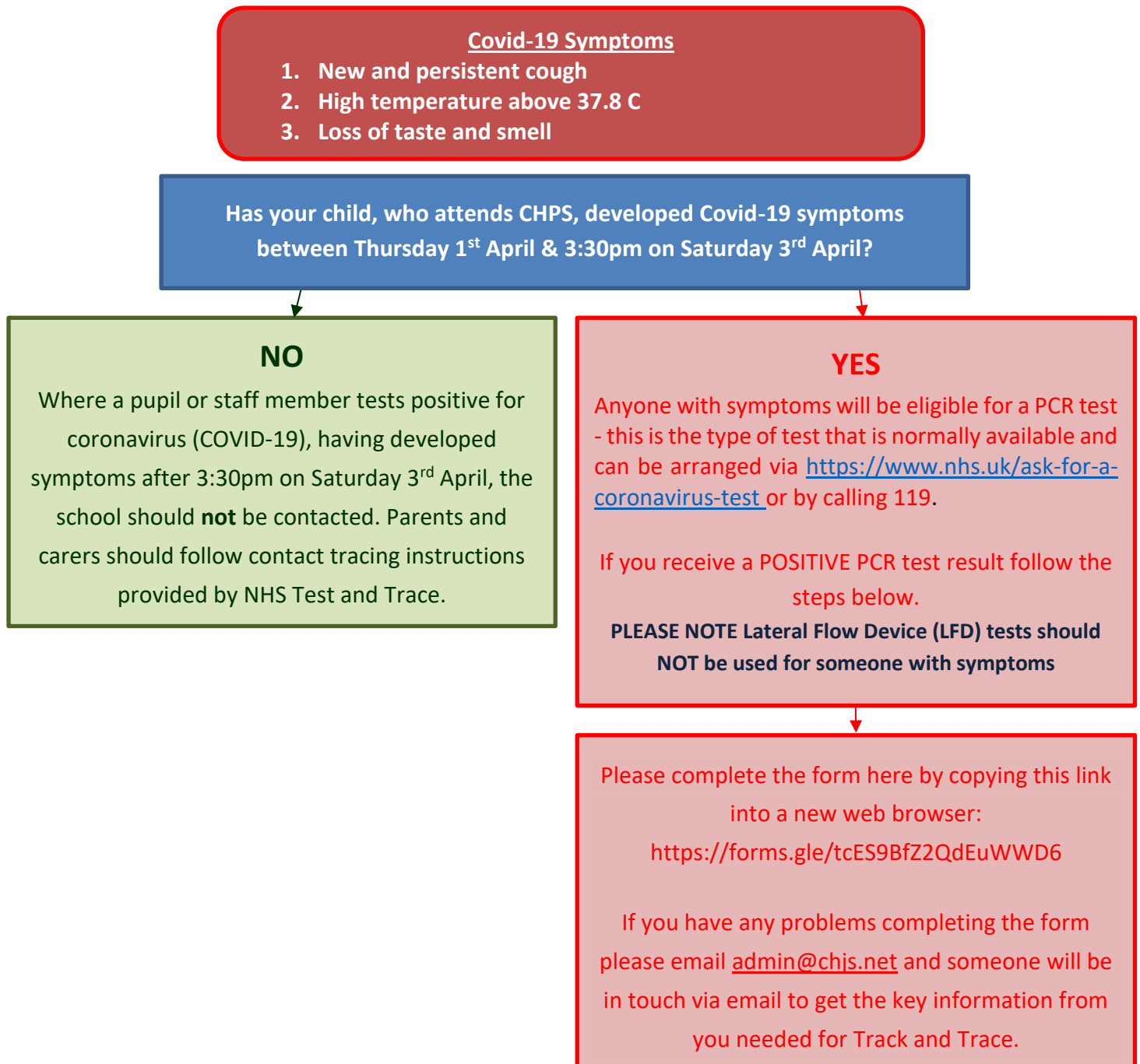
If we need to notify you to tell you that your child has been in contact with an individual who has tested positive and needs to isolate, this will be done via email. We would appreciate a confirmation of receipt of this email.

If you have any questions please do not hesitate to ask.

We very much hope that you and your family have a safe, restful and enjoyable holiday.

The CHPS Team

Please see the following flow chart that clearly explains what you will need to do in such instance:



*PLEASE NOTE: Where a pupil or staff member tests positive for coronavirus, having developed symptoms more than 48 hours since being in school (**later than 3:30pm on Saturday 3<sup>rd</sup> April 2021**), the school should **NOT** be contacted. Parents and carers should follow contract tracing instructions provided by the NHS Test and Trace.*