

Monday 14<sup>th</sup> December 2020

## **Reporting a Positive Covid-19 Case during the School Holiday**

Dear Parents and Friends of Castle Hill,

Firstly, we hope that you and your loved ones are well. We have been very fortunate that, to date, we have not had any positive Covid cases at either school site. We would like to thank you for your ongoing commitment in ensuring that symptomatic children are kept at home and that children who need to be picked up are done so promptly.

You may have seen news in the press last week with regards to schools closing early for the Christmas break. After careful consideration of the Governments' proposal of closing on 17<sup>th</sup> December, we have decided to continue with our original plan of closing on Friday 18<sup>th</sup> December in order to minimise the impact on parents and maximise the children's learning.

Please note that regardless of when we close, it is important that you are aware of and follow the guidance summarised below (the highlighted dates are specific to Castle Hill Primary). We have also created a flowchart to make things clearer:

- For the first 6 days after teaching ends (**between Saturday 19<sup>th</sup> and Thursday 24<sup>th</sup> December**), if a pupil or staff member tests positive for coronavirus, having developed symptoms within 48 hours of being in school (3.30pm on Sunday 20<sup>th</sup> December), 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 Sunday 20<sup>th</sup> December), 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 Thursday 24<sup>th</sup> December, 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.

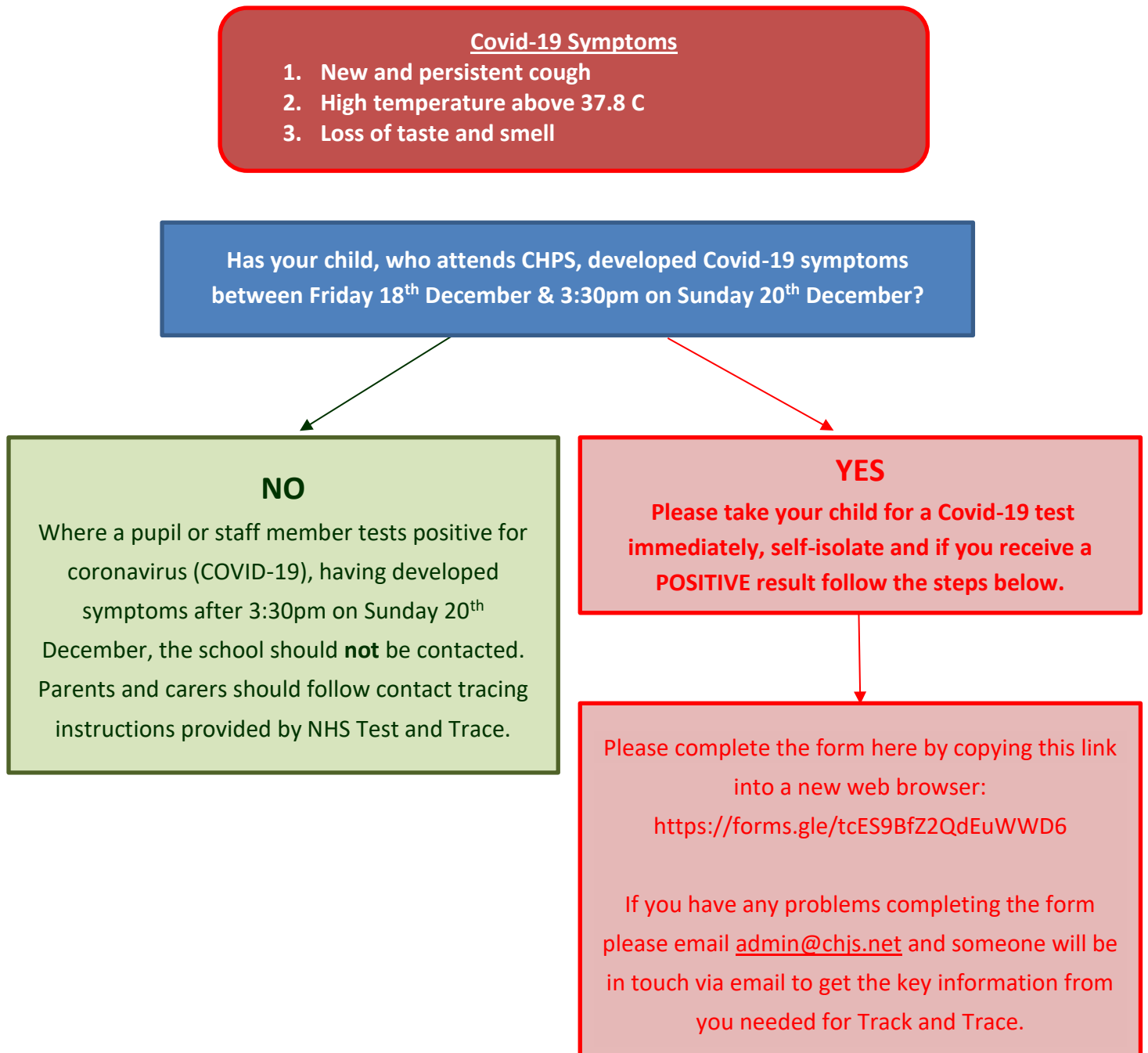
If we need to notify you to tell you that your child has been in contact with an individual who has tested positive and needs to isolate, this will be done via email. We would appreciate a confirmation of receipt of this email.

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

When Christmas and New Year eventually arrive, we very much hope that you and your family have a safe, restful and enjoyable time.

The CHPS Team

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



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