

15th December 2020

Guidance letter on reporting positive COVID-19 cases over the holiday period

Dear Parents, Carers, and Families,

Thank you for your support throughout the term. Working together to respond to the impacts of the COVID-19 pandemic has helped us keep our community safe. As the Autumn Term comes to an end, we are asking you to help us continue to keep pupils and families safe over the Christmas holidays. This letter will cover:

1. School contact tracing over the holidays and what you need to do
2. What to do if your child or family member gets symptoms or tests positive over the holidays
3. Safe return in January 2021

1. School contact tracing over the Winter Holidays

When a pupil or staff member tests positive for coronavirus (COVID-19), we carefully review who they have been in close contact with while at school so that contacts can self-isolate as they monitor for symptoms.

The Department for Education has confirmed that schools must continue to support contact tracing for 6 days after the end of term. This is so that we can identify any close contacts of positive cases who were in school while infectious and where test results come back after the end of term. Our school will be closed and the staff will be on holiday so the senior leadership team will be responding to any updates received from families or staff members.

If your child gets a positive COVID-19 test result between 19th December to 24th December please email covid@swisscottage.camden.sch.uk or text on 07702165313 and provide the following information:

- Name of your child and Class
- Date that symptoms started
- Date that COVID-19 test was taken
- Your contact phone number in case more information is needed

If we receive any updates of a positive case for pupils or staff members that would mean your child was a direct contact – we will communicate with you by email and text. This will provide you with the following information:

- Date of contact
- Start and end date of self-isolation
- Guidance link for monitoring symptoms

2. What to do if your child or family member gets symptoms or tests positive over the holidays

- If anyone in your home develops symptoms of COVID-19, they should get tested. This link helps you book a test at a government test centre: <https://www.gov.uk/get-coronavirus-test>
- They should remain at home for the 10-day self-isolation period. This is to stop the spread of the coronavirus.
- No one else needs to get tested unless they have symptoms of COVID-19.
- This link has useful information on self-isolation: <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>

Telling the school about COVID-19 in your household

- If your child gets symptoms or tests positive **between 19th December to 24th December** inform the school with the information requested in Section 1 by email or text. This is because we need to check if there are any other pupils or staff that need to go into self-isolation.
- If your child gets symptoms or tests positive **between 25th December and 3rd January** - ensure you follow the NHS Test and Trace guidance to minimise the spread of COVID-19 coronavirus.

3. Safe return in January

Our school community is highly vulnerable. We want to ensure a safe return to the school after the holiday period. The first day of the term is a staff training day. On this day we want to check all positive cases of COVID-19 for pupils, staff, and family households.

We have created a survey that you can complete on your phone or computer. It will give us the information we need to help us plan a safe start to the Spring Term.

This survey link will be active at 9am on 3rd January and you will receive a text alert to complete it: <https://www.smartsurvey.co.uk/s/3rdJan21FamilySurvey/>

We know this has been a very complex term for our school community. Thank you for the ongoing support, and for working with us during the holiday period to help us keep our community safe. If you have any questions, please contact reception on 02076818080 or email support@swisscottage.camden.sch.uk over the rest of this week. We want to ensure everybody understands this letter before the holiday period begins.

Yours Sincerely,

Vijita Patel Rebecca Shaw
Principal Vice Principal