

16th December 2020

Dear parents and carers,

I am writing to clarify the expectations around reporting cases of COVID 19 and undertaking contact tracing over the Christmas holiday period.

As you know, schools have played a vital role in reducing the spread of COVID 19 over the last nine months. One way in which schools have done this is by undertaking contact tracing where a pupil or staff member has tested positive for COVID-19. We identify any individuals who have been in close contact at school with someone who has tested positive, during the time that is considered the contagious period - this is from 48 hours before the person's symptoms are displayed. Those individuals are then required to self-isolate for 10 days because they are at risk of having contracted COVID 19 and being contagious themselves.

This contact tracing will not be taking place in the usual way during the Christmas break when schools are closed and there is less chance of school-based contacts existing.

Please follow the guidance below if your child begins to show symptoms of COVID 19 during the Christmas break:

- Arrange for your child to be tested as soon as symptoms appear
- Do NOT order a home test, but book an appointment at a local test centre so you receive the results quickly
- Notify the school of a positive test for your child, **if the symptoms appeared within 48 hours of them last being in school**, by emailing our dedicated email address: covid19@branfil.havering.sch.uk (this will be checked each day until 24th December).

Please include the following information:

- Name of child and class
- Dates of first showing symptoms, test taken and positive result received
- Any close contacts other than class e.g. if attend Abacus Before & After School Club
- Follow the contact tracing instructions provided by the NHS Test and Trace **if the symptoms appeared after 48 hours of them last being in school**
- You do NOT need to notify the school if the test is negative.

If we have to contact you during the Christmas break, to advise that your child has come into close contact with a positive testing case before the end of term, you must self-isolate your child up to the date that you will be given.

Please contact the school if your child will not be able to return to school on 5th January 2021, by e-mail to attendance@branfil.havering.sch.uk and let us know if this is due to having symptoms or testing positive for COVID-19.

Thank you for following this guidance to ensure we all stay safe over this festive period.

Yours sincerely,

Mrs Sansom
Headteacher