

Information for Parents regarding COVID-19 Contact Tracing over the Christmas Holiday period 16th December 2020

Dear Parents and Carers,

I am writing to explain what parents need to do over the Christmas holiday period in order to report cases of COVID 19 to the school. This is important because schools are expected by the Department for Education and Public Health England to support with contact tracing during this time, particularly in the first six days of the holiday- up to and including Christmas Eve. Please follow the guidance below if your child begins to show symptoms of COVID-19 during the holiday period. There is a table at the end of this letter to explain what you need to do in different scenarios. There are also some coloured boxes to indicate general guidelines about how to contact us. Please be aware that because we are required to support with identifying contacts, I may be emailing parents up to and including Christmas Eve to advise that there has been a COVID case and your child needs to self-isolate. We have been asked that parents are reminded to check their emails regularly up to and including Christmas Eve.

If you are contacted by the school because your child is identified as a close contact of someone who has tested positive for COVID19, they must self-isolate for 10 days. Please be aware that it is a **legal requirement** that any person testing positive or identified as a close contact self-isolates. This means they should not leave the house or mix with other non-household members at any time during this period.

Thank you for your cooperation and ongoing support. We wish you all a happy and safe Christmas.

Yours sincerely,



Ronnie Branch
Headteacher

***QUICKEST WAY TO BOOK A TEST**

Book a test at your local testing centre via <https://www.gov.uk/get-coronavirus-test>.

Do not use postal tests unless absolutely necessary as these take much longer.

****HOW TO EMAIL THE SCHOOL**

Do NOT phone as the school will be closed

Please note that we will not be replying to emails about other subject matter during the holiday.

Please type 'Covid Report' in the subject header so we can filter messages quickly.

Email on this address only: admin@sunnymede-jun.essex.sch.uk

WHAT TO INCLUDE IN AN EMAIL FOR POSITIVE TEST RESULTS

You must include **ALL** the information below.

- Date of start of symptoms (if there are any) and actual time in the day started if known
- Description of symptoms (please be as specific as possible)
- Date and time of test
- Date result received
- Any siblings in the School (state year group / class)
- Date given by Track & Trace for end of isolation/return to school
- Best phone contact number

SCENARIO	ACTIONS REQUIRED
<p>If your child develops COVID-19 symptoms on the first weekend of the Christmas holidays (19th and 20th December) and they were in school at the end of term.</p>	<p><u>IMMEDIATE ACTION:</u> -You must book a test* for your child as soon as possible -All household members must isolate at home until the test result is returned. -Email the school** and tell them you are waiting for test results</p> <p><u>ACTION WHEN YOU GET THE RESULT:</u></p> <p>POSITIVE RESULT -You must <u>email</u> the school as soon as possible and we will check to see what close contacts there have been and advise them that they need to self-isolate.</p> <p>NEGATIVE RESULT: - Email the school and you do not need to take any further action.</p>
<p>If your child has <u>NO symptoms of COVID-19</u> but tests positive <u>within 48 hours of being in school (19th / 20th December)</u></p>	<p>You should only get a test for your child if they have COVID symptoms. If they have no symptoms (asymptomatic), they should not have a test unless requested as part of a trial or community testing programme.</p> <p>If your child has had a positive test result in the above circumstances or for whatever reason, please follow the guidance in the section above and email the school immediately.</p>
<p>If your child develops symptoms of COVID-19 <u>more than 48 hours after their last day in school</u></p> <p>(from 21st December onwards)</p>	<p><u>IMMEDIATE ACTION:</u> -You must book a test* for your child as soon as possible -All household members must isolate at home until the test result is returned. -You DO NOT need to contact the school to tell us you have booked a test</p> <p><u>ACTION WHEN YOU GET THE RESULT:</u></p> <p>POSITIVE RESULT -You do not need to email the school UNLESS your child will still be in self-isolation when we return on Tuesday 5th January. -You must contact Track and Trace and follow the advice given by them: www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</p> <p>NEGATIVE RESULT: - You do not need to email the school</p>

The main symptoms of coronavirus are:

- a high temperature
- a new, continuous cough – this means coughing a lot, for more than an hour, or 3 or more coughing episodes in 24 hours
- a loss or change to sense of smell or taste – this means they cannot smell or taste anything, or things smell or taste different to normal