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Friday, 20th November 2020

Dear Parents and Carers,

Notification of a positive case of a pupil with COVID-19 out of school hours

I'm writing to confirm the procedures for notification of a case of a pupil testing positive for COVID-19.

1. If your child develops symptoms of COVID-19, they must not come to school and should remain at home for at least **14 days** from the date when their symptoms appeared. Anyone with symptoms will be eligible for testing and this can be arranged via <https://www.nhs.uk/ask-for-a-coronavirus-test> or by calling 119.
2. Please call the school to report your child absent on the following number:

07746 764926

- This number is only in operation at weekends, during holidays and after the school office has closed.
- Notification of positive results during school hours on days when the school is open should be made using the school office number of 02394 006 070.

It's important that we receive this information quickly so that we can notify parents and carers of affected bubbles quickly to avoid them attending school unnecessarily.

We will then notify relevant families first and then the school community at large as directed by the Department for Education and Public Health England.

Let's hope that you won't need to use the out of hours number but we wanted you to have the arrangements just in case.

If you have any queries, please do contact the school office.

Yours faithfully,

Mr Ricky Leigh
Headteacher



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