



Warden Hill

PRIMARY SCHOOL

16 December 2020

Dear Parents

Covid-19 Test and Trace Procedure over Christmas Period

The Christmas holidays are nearly here. Again, I'd like to say thank you for all your support in adhering to our risk assessment rules to help reduce the risk of the spread of infection – it has certainly helped us all.

However, I need to outline for you the procedures that must be followed, if your child has to have a Covid test and the results are positive, during the Christmas holidays.

Dependent on the day of the result, there are different processes in place that need to be followed, so please keep this information safe until Christmas Eve:

Question	Advice	Contact Details or link	Action by school
What if my child's test result is positive and received within 48 hours of school closing for Christmas? Saturday 19th & Sunday 20th December	Email the school to let us know: Child's name Child's date of birth Child's class Date of test Last day child was in school	Email: admin@wardenhill.gloucs.sch.uk Please put 'POSITIVE case confirmed' as an email subject. Please do not inform us via Xpressions app but email only.	A track and trace email will then go out to the affected bubble (children and staff) to inform them to self-isolate for 10 days.
What if my child's test result is positive and received outside of 48 hours of school closing for Christmas during first 6 days of holiday? Monday 21st – Thursday 24th December	Email and ring Local Authority who will notify Mrs Flooks. Be prepared to let them know: Child's name Child's date of birth Child's class Date of test Last day child was in school	Email: COVIDschoolenquiries@gloucestershire.gov.uk Phone: 01452 426015 (between 9am-5pm)	A track and trace email will then be sent by Mrs Flooks to the affected bubble (children and staff) to inform them to self-isolate for 10 days.
What if my child's test result is positive and received after 24th Dec and during Christmas holidays?	Please engage with NHS test and trace. Notify school of the positive result.	NHS Test and Trace nhs.uk/conditions/coronavirus-covid-19/ Email: admin@wardenhill.gloucs.sch.uk Please put "POSITIVE case confirmed" as an email subject	No further test and trace activity will be undertaken by school as child will not have been in contact with the infection at school.

Question	Advice	Contact Details or Link	Action by school
Friday 25th Dec – Monday 4th Jan		Please do not inform us via Xpressions app but email only.	
What if my child is unable to return to school on the 5th January because of isolating?	Please contact the school's attendance line as you normally would stating why your child is not returning at the expected time.	Email: admin@wardenhill.gloucs.sch.uk Phone: 01242 523827	
What if my child shows symptoms of COVID-19 when they are due to return to school? From 5th January onwards	Keep child off school, report absence and book COVID-19 test. Inform admin team in the usual way if the result is positive via email and text to let me know: Child's name Child's date of birth Child's class Date of test Last day child was in school	Email: admin@wardenhill.gloucs.sch.uk Phone: 01242 523827	A track and trace email will then go out to the affected contacts (children and staff) to inform them to self-isolate for 10 days.

This letter is also available on our Coronavirus Update page. You can access it here: wardenhill.gloucs.sch.uk/coronavirus-update/

Warm regards

Georgina Flooks
Headteacher

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