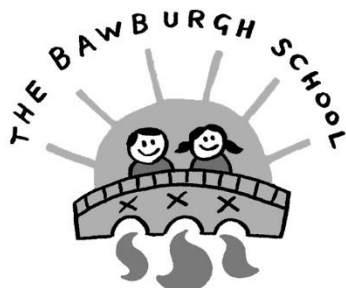


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Chair of Governors: Mr S. Kelly

Wednesday 16<sup>th</sup> December 2020

### **Holiday Contact Tracing Arrangements for Covid-19**

I am writing to update you on our arrangements for contact tracing during the Christmas holiday, following guidance released to schools last week from the DfE.

#### **Procedures for notifying school of Covid-19 infection at the start of the holiday period.**

If your child becomes symptomatic at the start of the holiday, please get them tested immediately on the same day. Where possible make use of the drive through testing stations as these have a quicker turnaround of results than the home testing kits.

We are required to contact trace any positive test result, if the child was first symptomatic within 48 hours of last being in school.

If your child's symptoms start BEFORE 3.30pm on Sunday 20<sup>th</sup> December AND they attended school on either Thursday 17 December and Friday 18<sup>th</sup> December:

You must contact the school via email: [covid@bawburgh.norfolk.sch.uk](mailto:covid@bawburgh.norfolk.sch.uk)

(This email address will not be monitored after 5pm on Monday 21<sup>st</sup> December)

Please include the following information in your email:

- 1. Your child's name**
- 2. Confirmation of a positive test result**
- 3. Date your child was tested**
- 4. Date & time of first symptoms**
- 5. Date your child was last at school**
- 6. Your child's class teacher and any other adults in class**
- 7. When they last attended Breakfast Club? (if at all)**
- 8. When they last attended After School Club? (if at all)**
- 9. Your contact telephone number and email address**



## 10. Use email subject line: POSITIVE TEST RESULT

We may call you to confirm the information.

Once a child's contacts have been verified and risk assessment completed, we will email or text message those contacts to advise on self-isolation procedures.

All parents should therefore check their email and phone daily up to 21<sup>st</sup> December to check for any contact from the school.

A child who tests positive will be required to self-isolate for 10 days, starting from the date when their symptoms first appeared (or from the date they received a positive test result).

Close contacts of a positive test result, are required to self-isolate for 10 days, starting from their last contact with the school:

- If they attended school on Friday 18th December, last day of isolation will be Friday 1<sup>st</sup> January 2021.
- If they attended school on Thursday 17 December, last day of isolation will be Thursday 31<sup>st</sup> December.

If your child becomes symptomatic on Monday 21<sup>st</sup> December, please DO NOT contact the school as we will not be responsible for contact tracing, instead please engage with the NHS Track and Trace system.

If your child is unable to start the new term (Monday 4<sup>th</sup> January 2021) because of COVID-19 or any other illness, please let us know in the normal way:

- by emailing [covid@bawburgh.norfolk.sch.uk](mailto:covid@bawburgh.norfolk.sch.uk) for a positive COVID-19 related absence or
- through ParentMail or leaving a voice message on the answer phone for any other illness/reason.

Best wishes



Carla Stedman  
Headteacher



## Useful Guidance

- COVID-19: guidance for households with possible coronavirus infection - GOV.UK ([www.gov.uk](http://www.gov.uk)) has information for households with possible coronavirus infection including easy to read guides in a number of languages.
- Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person - GOV.UK ([www.gov.uk](http://www.gov.uk)) has information for contacts of people with confirmed coronavirus infection including an easy to read guide.
- If your family is in need of support to help you through a period of isolation, please see the Norfolk Assistance Scheme
- [www.justonenorfolk.nhs.uk](http://www.justonenorfolk.nhs.uk)
- Some residents are also entitled to a self-isolation support payment of £500. To help someone apply for this, or to find out more please follow this link: <https://www.norfolk.gov.uk/care-support-and-health/health-and-wellbeing/adults-health/coronavirus/community-support-for-people-at-home/test-and-trace-support-payment>

