

14 December 2020

Dear Parent/Guardian,

Arrangements for Christmas reporting of positive COVID-19 test results

Thank you for your ongoing cooperation this school year as we continue to respond to the challenges of COVID-19. As the Autumn Term comes to an end, we are asking you to help us continue to keep children and families safe over the Christmas holidays. This letter will cover:

1. School contact tracing over the holidays and what you need to do
2. What to do if your child or family member gets symptoms or tests positive over the holidays
3. Safe return in January

1. School contact tracing over the Christmas Holidays

You will know that schools have been playing a vital role in contact-tracing. If a student or staff member tests positive for coronavirus (COVID-19), we carefully review who the person has been in close contact with while at school and ask those people to self-isolate. This helps to protect the remainder of the school community, your families and the wider public.

The Department for Education has said that schools must continue to support contact tracing for 6 days after the end of term. This is so that we can identify any close contacts of positive cases who were in school while infectious and where test results come back after term ends. **Your reporting of positive test results remains vital to our contact-tracing efforts. As families come together for Christmas celebrations, this will minimise the risk of spreading the virus to your potentially vulnerable relatives.**

➔ **If your child gets a positive COVID test result before Thursday, 24th December, please email admin@hawley.camden.sch.uk with the following information:**

- **Name of child**
- **Did the child have symptoms or not?**
- **What date did symptoms start?** (this can be any feeling of being unwell, not just the three COVID symptoms)
- **Date that test swab was taken**
- **Date child was last in school**
- **Has anyone else been unwell with COVID in your household?**
- **Your contact phone number in case more information is needed**

Staff at the school will be working and responding to notifications of positive cases up to six days following the end of term.

➔ **If your child gets symptoms or tests positive after Thursday, 24th December, schools do not need to be informed until the first day of the**

new term. Instead, please engage with NHS Test and Trace who will be in contact with you.

2. What to do if your child or family member gets symptoms or tests positive over the holidays

Symptoms of COVID-19

The most common symptoms of coronavirus (COVID-19) are recent onset of:

- new continuous cough and/or
- high temperature
- a loss of, or change in, normal sense of taste or smell (anosmia)

For most people, coronavirus (COVID-19) will be a mild illness.

- **If anyone in your home develops symptoms of COVID-19, they should get tested and must remain at home for at least 10 days.** Your isolation period includes the day your symptoms started (or the day your test was taken if you do not have symptoms), and the next 10 full days.
- **All other household members who remain well must stay at home and not leave the house for 10 days.** The isolation period for the household includes the day the first person in your household's symptoms started (or the day their test was taken if they did not have symptoms), and the next 10 full days.
- **Household members should not go to work, school or public areas and exercise should be taken within the home.** This will help stop the virus spreading to others in the community
- **You should not have visitors to the home** if anyone in the household is self-isolating
- If another household member gets symptoms, they should get tested. If their test result is positive, they should start a further full 10 day isolation period.
- No one else needs to get tested unless they have symptoms of COVID-19.

Telling the school about COVID in your household

- If your child gets symptoms or tests positive **before Thursday, 24th December**, inform the school as set out in Section 1.
- If your child gets symptoms or tests positive **after Thursday, 24th December** schools do not need to be informed until the first day of the new term. Instead, please engage with NHS Test and Trace who will be in contact with you.
- If anyone else in the household gets COVID symptoms or tests positive for COVID during the holidays, please make sure that all household contacts

isolate as set out above. Please do not send your child to school in January if they are meant to be isolating and inform the School Office.

3. Safe return in January

We look forward to welcoming children back to school for the start of Spring Term but it remains a priority that we keep the school community safe. **Please do not send your children back to school if they should be self-isolating for any reason.** Reasons that your child should be isolating include:

- Your child has symptoms of coronavirus or has tested positive and has not yet completed their 10 day self-isolation period
- A member of your child's household (e.g. mum, dad, sibling) has developed symptoms of coronavirus or tested positive and your child has not yet completed their 10 day self-isolation period
- You/your child have been contacted by NHS Test and Trace or the School because your child is the contact of someone who tested positive for coronavirus and your child has not yet completed their 10 day self-isolation period.
- Your child should be in quarantine on return from travel abroad. The 10-day period is counted from the day after you leave a non-exempt country. From 15 December 2020 you will be able to take a COVID-19 test with a private test provider to see if you can end self-isolation early. [Read more about the Test to Release for international travel scheme.](#)

If your child is meant to be isolating at the start of Spring Term, please keep them at home and inform the school office.

Once again, let us take this opportunity to thank you for all you are doing to help us get through this difficult time.