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# Rolph Church of England Primary School and Nursery

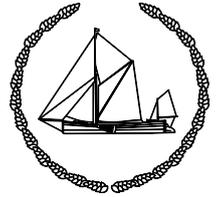
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12<sup>th</sup> February 2021

Dear Parents and Carers

I am writing to inform you of the procedures for reporting cases of COVID19 during half term.

Schools are supporting track and trace reporting during the half term holiday. In view of this, please follow the guidance below if your child begins to show symptoms of COVID19 during the half term holiday. You only need to contact the school if symptoms began or a positive test result was received **within 48 hours** of being in school.

**If your child develops symptoms of COVID19 within 48 hours of being in school** you must seek a test for your child and the household must isolate at home until the test result is returned. You should let your school know that this has occurred.

The quickest way to obtain a test is to book a test at your local testing centre via <https://www.gov.uk/get-coronavirus-test>. Please do not use postal tests unless absolutely necessary as these take longer.

**If the test result is positive for COVID19**, you must inform your school, who will identify if there are any other individuals within the school community who are impacted by this. If the test result is negative, you should inform the school and you do not need to take any further action.

**If your child is asymptomatic and tests positive for COVID19 within 48 hours of being in school** you must inform the school.

You should contact the school by emailing [admin.rolph@dcvst.org](mailto:admin.rolph@dcvst.org), the subject line should say "COVID TRACK & TRACE", between Saturday 13<sup>th</sup> – Thursday 18<sup>th</sup> February. You must provide the following: child's full name, year group, date of symptoms starting, test result (if known).

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.

**If your child develops symptoms of COVID19 more than 48 hours after their last day in school** you must seek a test for your child and the household must isolate at home until the test result is returned.

If the test result is positive for COVID19, having developed symptoms more than 48 hours since being in school which in this case would be, Monday 15<sup>th</sup> February onwards you must contact NHS Test and Trace and follow the advice given by them: [www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/](http://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/) **There is no need to contact the school in this case.**

You should contact the school if your child will be absent, in time for the first day of the new term.

Thank you for your co-operation and ongoing support.

Yours sincerely

Ms C Bickersteth  
Acting Headteacher

**A MEMBER OF THE DIOCESE OF CHELMSFORD VINE SCHOOLS' TRUST**

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