

South Bersted CE Primary School

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Headteacher: Mr Noel Goodwin

11th February 2021

Dear Parents and Carers

Reporting Positive COVID Cases during the Half Term Holiday

I would like to take this opportunity to update you of our process if your child tests positive for COVID-19 following the end of the half term on Friday 12th February:

- Where a pupil tests positive for Coronavirus (COVID-19), having developed symptoms 48 hours after last attending school, (including Saturday 13th and Sunday 14th February) the school **MUST** be contacted using the school's dedicated email address: covid@southbersted.co.uk.
- If a pupil develops symptoms more than 48 hours since being in school (15th February onwards), the school should not be contacted. Parents and carers should follow contact tracing instructions provided by NHS Test and Trace.
- You do not need to use the COVID email address if your child has had a test but you are awaiting the result, if another family/household member has taken a test or if the outcome of your child's test is negative. We only need to be notified of positive cases in children attending the school.

If the school is contacted via the email address, we will contact Public Health England to follow their advice. This will include contacting close contacts and asking them to isolate in-line with Test and Trace.

Yours sincerely

Mr Noel Goodwin
Headteacher

West Sussex County Council

