Thursday 10th December 2020

Dear Parent/Carer

**What should you do if a student tests positive for Coronavirus after the end of term?**

Term will officially end on Wednesday 16th December, but new guidelines set by the Government mean that school staff will be available beyond this date to support pupils and parents/carers in relation to contact tracing after a positive Coronavirus test result.

**When to contact the school**

If a pupil tests positive for Coronavirus having developed symptoms within 48 hours of being in school (i.e. on or before 18th December) we can assist in identifying close contacts and advising them to self-isolate. This is because the individual may have been infectious while in school. We can also support a staff member who tests positive in this way, and therefore will ensure any pupils or staff who were close contacts are informed.

Please email us on attendance@heathcoat.devon.sch.uk and we will call you back. Members of the leadership team will be checking this email address for the first 6 days of the holiday. It will be checked in the morning, at lunchtime and in the afternoon.

School staff will be on-call to support you with contact tracing for 6 days after the final day of teaching i.e. up to and including Tuesday 22nd December. **This is because we recognise that it may take longer than the 48 hours after school has closed to get tested and receive your result.**

**When to contact NHS Test and Trace**

If a pupil (or staff member) tests positive for Coronavirus, having developed symptoms more than 48 hours since being in school (i.e. 19th December onward), parents and carers should follow contact tracing instructions provided by NHS Test and Trace – and not the school.

If a pupil is required to self-isolate due to contact with a positive case after the first 6 days following the end of term (i.e. on or after 23rd December), you do not need to formally inform the school about an absence until the first day of the new term (Monday 4th January).

Of course, we hope that you all stay safe and well, and enjoy a very happy Christmas and New Year.

Kind regards

Miss Higginson

Head of School