

Friday 26th March 2021

Dear Parents and Carers,

RE: Easter Covid Reporting

I would like to explain the procedure for reporting a positive Covid-19 test result after school closes on Friday 26th March. If we do have a positive case, you may be contacted, as your child could be a close contact; this letter will explain what will happen.

I have arranged for staff to be on duty covering the Covid-19 email account covid@ccs.northants.sch.uk on the following days; Sunday 28th March, Tuesday 30th March, and Thursday 1st April. We will be responding to any emails from 10.00 am to 11.00 am on these days.

To report a Positive Case:

You only need to inform us of a **positive Covid-19 test result if your child developed symptoms within 2 days of their last day in school**. This could have been using a Lateral Flow Device (LFT) or a PCR test. This would mean that if they finish school on Friday 26th March, symptoms will need to have started **before Sunday 28th March**. This is because the infectious stage is 48 hours prior to symptoms developing.

If your child has tested positive using a Lateral Flow Device, then you will also need to book a PCR test to confirm the positive result.

The government has informed us that we must identify any close contacts and advise self-isolation.

When reporting a positive Covid-19 test result, please could you email the following information:

- **Name of child:**
- **Year group:**
- **Tutor / Class group:**
- **Date that your child was last in school:**
- **Date that symptoms started:**
- **Date of positive test:**
- **Type of test taken (LFT or PCR)**
- **Names of close contacts** (outside of their class bubble) e.g., friends that they walk to school with, spent time with at break and lunch. Close contacts are defined as:
 - a person who has had face-to-face contact (within one metre), with someone who has tested positive for COVID-19, including:
 - being coughed on
 - having a face-to-face conversation within one metre

Secondary: 01604 669200 **Primary:** 01604 669210 **Website:** www.ccs.northants.sch.uk

Principal: David James **Vice Principals:** Andrew Fisher Katherine Patterson Gary Wakefield

Caroline Chisholm Education Trust is a charity and a company limited by guarantee, registered in England and Wales with company number 7638756 whose registered office is at:

The Wooldale Centre for Learning, Wootton Fields, Northampton NN4 6TP

- having skin-to-skin physical contact, or contact within one metre for one minute or longer without face-to-face contact
- a person who has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes

A member of the duty team will contact you to discuss the information, but it would be helpful to have it in advance.

Once we have established the actions that need to be taken, we will send an email to all identified close contacts. The email will not name the student but will inform you of the name of the class if they are in primary or KS3.

If your child is identified as a close contact:

We will attempt to contact you by phone to explain the situation. You will also receive an email with a letter explaining that your child has been identified as a close contact. We aim to have this information sent out by 2.00 pm on the duty days.

It is important that you realise that this email account will not be monitored outside of the days and time specified above and we are unable to provide any further details. We would normally contact parents by phone as well as sending an email but due to the unique circumstances of this being during holiday time this cannot be guaranteed.

A child who is identified as a close contact is expected to isolate but the **rest of the family are not**. This isolation period is for 10 days from last contact. The date when the self-isolation ends will be in the letter.

If your child was a close contact of a student testing positive using a Lateral Flow Test, then a PCR test will be used to confirm the result. If this is negative, we will email you to inform you that the isolation period can stop.

As a reminder, when identifying a close contact, we will firstly speak to the student. Depending on the year group we will respond as follows:

We will identify close contacts through discussion with the student who has tested positive and with reference to our knowledge of the groups. Then, we will respond as follows:

Primary or Key Stage 3

If the positive case is in **primary or Key Stage 3**, it will likely be the class bubble (it could be a year bubble if the child is in primary). Social distancing in these classrooms is proving more difficult to maintain.

Key Stage 4 or 5

If the positive case is in **Key Stage 4 or 5**, we will use the seating plans to identify close contacts.

Secondary: 01604 669200 **Primary:** 01604 669210 **Website:** www.ccs.northants.sch.uk

Principal: David James **Vice Principals:** Andrew Fisher Katherine Patterson Gary Wakefield

Caroline Chisholm Education Trust is a charity and a company limited by guarantee, registered in England and Wales with company number 7638756 whose registered office is at:

The Wooldale Centre for Learning, Wootton Fields, Northampton NN4 6TP

I do understand that receiving the news about having to self-isolate over the Easter period is not something you would want to have. However, it is important that you are aware so that you can apply sensible social distancing if you are meeting with friends or family.

Yours sincerely,



Gary Wakefield

Vice Principal