



# Ely St John's School

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Headteacher: Miss Liz Bassett  
Deputy Head: Mr John Henson

## Letter to inform parents/carers of the Test & Trace process

Dear Parents/Carers,

As children in all year groups return to school full-time, we must ensure that we put in place a range of protective measures to reduce the risk of transmission. We will also be engaging fully with the NHS Test & Trace process, and will work closely with the local Health Protection Team of Public Health England and the local authority to ensure that any confirmed cases are reported without delay.

Within this letter, you will find details of what to expect if the school is notified of a **possible** or **confirmed** case of coronavirus in school.

### **Where there is a possible case of coronavirus in school**

If a child or member of staff develops symptoms of coronavirus, the individual concerned will be sent home and asked to self-isolate for 10 days. They will be asked to arrange a test at the earliest convenience (either by visiting a test centre, or by requesting a home test kit) and to share the results with the school.

The parents/carers of other children within the bubble will be sent a letter to notify them of this situation however, the individual will not be named and personally identifiable information will not be included. All other children within the bubble will be able to continue to attend school as normal whilst the test is carried out and until the result is known.

The wider school community will not receive this letter.

### **Where there is a confirmed case of coronavirus in school**

If a child or member of staff tests positive for coronavirus, the individual concerned will be asked to self-isolate for at least 10 days from the date when their symptoms appeared.

If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms.

Other members of their household or support bubble should self-isolate for 14 days from when the symptomatic person first had symptoms and should continue this period of isolation even if they too have been tested and have received a negative test result.

The school will work with the Health Protection Team of Public Health England to carry out a risk assessment to determine who else, if anyone, also needs to isolate.

The parents/carers of other children within the bubble will be sent a letter to notify them of this situation, and will be advised of any additional measures which are required. Again, the individual will not be named and personally identifiable information will not be included.

### **What you can do**

If your child, a household member or a member of your support bubble develops any of the following symptoms, we would ask that you **notify the school immediately** and arrange a test by visiting <https://www.nhs.uk/ask-for-a-coronavirus-test> or by phoning 119.

- A high temperature
- A new and persistent cough
- A loss of, or change in, normal sense of taste or smell (anosmia)

We would like to take this opportunity to thank you for your continued support. If you have any concerns or questions about the Test and Trace process, please contact the school office who would be happy to discuss further.

Yours sincerely,

Liz Bassett  
Headteacher