



*Sacred Heart Catholic Primary  
School and Nursery  
Windermere Road,  
Southend on Sea, Essex, SS1 2RF  
01702 534546  
[office@sacredheart.southend.sch.uk](mailto:office@sacredheart.southend.sch.uk)*



16<sup>th</sup> December 2020

Dear Parents and Carers,

### **Information for Parents/Carers regarding COVID19 Contact Tracing over the Christmas Holiday period**

I am writing to clarify the expectations around reporting cases of COVID19 and undertaking contact tracing over the Christmas holiday period. Please retain a copy of this letter – for reference, if the need arises for you to report a positive case during the initial days of the Christmas break.

As you know, schools have played a vital role in reducing the spread of COVID19 over the last 9 months. One way in which we have done this is by undertaking contact tracing on behalf of Southend's Contact Tracing team. We identify any individuals who have been in close contact at school with someone who has tested positive for COVID19, during the time that is considered the contagious period. This is from 2 days *before* the person's symptoms are displayed. Those individuals are then required to self-isolate for 10 days because they are at risk of having contracted COVID19 and being contagious themselves.

**This process will continue to be carried out by the school on the following days: Friday 18<sup>th</sup> December, Saturday 19<sup>th</sup> December, Sunday 20<sup>th</sup> December, Monday 21<sup>st</sup> December, Tuesday 22<sup>nd</sup> December, Wednesday 23<sup>rd</sup> December. *This timeframe should allow for contacts to be traced and advised to self-isolate, if any pupils were to develop symptoms and then receive a positive test result in the initial days of the Christmas break.***

Please follow the guidance below if your child begins to show symptoms of COVID19 during the Christmas break.

#### **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** using the following email address: [covidalert@sacredheart.southend.sch.uk](mailto:covidalert@sacredheart.southend.sch.uk). **This email service will be checked between 9.00am and 11.00am. each day.**
- **You must provide the following information:**
  - **name of pupil**
  - **date of symptoms starting**



*Headteacher: Mrs Janet Mullally  
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Registered in England. Company No-07696989*



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- **date a test has been booked/taken**
- **test results (if applicable)**

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 the school at the following email address: [covidalert@sacredheart.southend.sch.uk](mailto:covidalert@sacredheart.southend.sch.uk). The school 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 at the following email address: [covidalert@sacredheart.southend.sch.uk](mailto:covidalert@sacredheart.southend.sch.uk) and you do not need to take any further action.

**If your child has no symptoms of COVID19 but tests positive within 48 hours of being in school**

- You must let the school know straight away. You should contact the school at the following email address: [covidalert@sacredheart.southend.sch.uk](mailto:covidalert@sacredheart.southend.sch.uk)
- **You must provide the following information:**
  - **name of pupil**
  - **test results and date**

**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 COVID-19, having developed symptoms more than 48 hours since being in school, (Sunday 20<sup>th</sup> December 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/)

Please continue to use the above email address ([covidalert@sacredheart.southend.sch.uk](mailto:covidalert@sacredheart.southend.sch.uk)) to submit notifications of positive test results during the Christmas holidays. This will enable senior leaders to plan for our reopening to pupils on Tuesday 5th January 2020.

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.



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I would encourage you to adhere to social distancing and all COVID19 social mixing guidance for the remainder of term to reduce the risk of transmission of the virus as the last thing we want is anyone being unwell or required to self-isolate over the holiday period.

Thank you for your cooperation and ongoing support.

Yours sincerely

Mrs Janet Mullally  
Headteacher



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