



*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)*



27<sup>th</sup> May 2021

Dear Parents and Carers,

**Information for Parents/Carers regarding COVID19 Contact Tracing over the May half-term holiday period**

I am writing to clarify the expectations around reporting cases of COVID19 and undertaking contact tracing over the May half-term holiday period. Please retain a copy of this letter – for the beginning of the May half-term holiday break.

As you will know, schools undertake 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: Saturday 29<sup>th</sup> May - Wednesday 2<sup>nd</sup> June. *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 half-term holidays.***

Please follow the guidance below if your child begins to show symptoms of COVID19 during the half-term holidays.

**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**
  - **date a test has been booked/taken**
  - **type of test (PCR or lateral flow test)**
  - **test results (if applicable)**



*Headteacher: Mrs Janet Mullally  
Part of the Assisi Catholic Trust Ltd,  
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Registered in England. Company No-07696989*



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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
  - date a test has been taken
  - type of test (PCR or lateral flow test)
  - test results

**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, 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 half-term holidays. This will enable senior leaders to plan for a safe reopening to pupils after the holidays on Tuesday 8<sup>th</sup> June 2021.

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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Thank you for your cooperation and ongoing support.

Yours sincerely

Mrs Janet Mullally  
Headteacher



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