

14<sup>th</sup> December 2020

Dear Parents/Carers

As we approach the end of term, I would like to make you aware of the procedure that you will need to follow, should your child have symptoms of COVID-19 and receive a positive testing the first few days after we break up for the Christmas holiday.

Even though school will break for Christmas on Friday 18<sup>th</sup> December, we still need to remain vigilant until **Thursday 24th December**. This is because if a member of a bubble develops symptoms during these 6 days and/or tests positive for COVID-19 it would be necessary for school to be in contact with Public Health England. This may result in us having to notify everyone in that bubble, resulting in self-isolation for those involved for 10 days from the last point of contact.

**If your child develops any of the symptoms listed below and then tests positive anytime between school closing on Friday 18th December and Thursday 24th December, we ask that you contact school on [highleesoffice@hefed.org](mailto:highleesoffice@hefed.org) as soon as possible.**

**Any single one of the following symptoms will require you to get your child tested as soon as possible;**

- A high temperature 37.8c or above
- New and persistent cough
- Loss of or change of, sense of smell or taste

Please follow the step by step guide overleaf for any questions you may have.

School will reopen as usual on Tuesday 5th January 2021. Thank you for your support in helping us keep everyone safe over Christmas.

We hope you all have a wonderful time together with your families

Yours sincerely



Mrs Stroud  
Head of School



**Highlees Primary School**

Ashton Road, Westwood, Peterborough PE3 7ER [highleesoffice@hefed.org](mailto:highleesoffice@hefed.org) [www.highleeseyrescroftfederation.co.uk](http://www.highleeseyrescroftfederation.co.uk)  
01733 264294

## **Step by step guide**

**If your child displays symptoms it is vital that you get them tested as soon as possible.** Whilst waiting for the results of the test, everyone in the household must also self isolate.

**The fastest way to get a test in by booking an appointment at a drive through testing centre, this quicker than a home testing kit.** Home testing kits take longer , resulting in you having to self isolate for longer whilst waiting for your result. You do **NOT** need to contact school at this point.

**If your child's test result is negative** you do NOT need to contact school.

**If your child's result comes back positive** it is very important that you contact school immediately by email. Please do NOT telephone the school as the office will not be physically operating and so telephone messages will not be picked up. Instead please contact the main office email address [highleesoffice@hefed.org](mailto:highleesoffice@hefed.org)

**If your child starts to develop symptoms after Thursday 24th December** you will still need to follow the testing procedures but you will not need to contact school to inform us.

**If your child's bubble has a reported positive test from a member of their bubble,** we will contact you by text message. You will only need to self isolate if your child's bubble is affected and you are informed by the school that Public Health England has advised that this needs to happen.