

Sir Martin Frobisher Academy

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Headteacher: Miss Debbie Conroy

Deputy Headteachers: Mr David Girdlestone and Miss Vicky Higgins



17th December 2020

Dear Parents and Carers,

Information regarding COVID-19 contact tracing and procedures over the Christmas period

I am writing to let you know our procedures for ensuring contact tracing continues over the Christmas period and what we need you to do in order to continue to ensure all our children, families and staff remain safe.

As you are aware, people who later test positive with COVID-19 can be contagious before symptoms develop. It is important therefore that you notify the school of all children who test positive with COVID-19 who attend the school, or any who are isolating due to household members testing positive.

This remains the case over the Christmas period but, because school phones will not be manned, we have set up a **very** simple form for you to access in the event your child tests positive or is isolating due to another household member testing positive. This will be monitored by myself over the Christmas period and any notifications to close contacts will be made to continue to keep everyone safe.

PLEASE FOLLOW THE INSTRUCTIONS BELOW DEPENDING ON THE DATE OF DEVELOPING SYMPTOMS

If your child develops symptoms of COVID-19 within 48 hours of being in school (Fri 18th, Sat 19th and Sun 20th Dec)

1. You should get a COVID-19 test for your child.
2. The household must isolate at home until the test result is returned.
3. You should let the school know by using the online form (see below for details).

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>. This is the best way to access a test as postal tests do take longer.

If the test result is **positive** you **MUST** inform us at school using the online form so we can identify if there are any other children/staff members who are impacted by this. If the test result is **negative** then you still need to inform the school using the online form.

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If your child develops symptoms of COVID-19 more than 48 hours after their last day in school (so from Mon 21st Dec)

1. You should seek a test for your child.
2. The household must isolate at home until the test result is returned.
3. If the test result is positive for COVID-19, having developed symptoms more than 48 since last being in school (from Monday 21st Dec 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/.

You should contact the school if your child will be absent on the first day of the new term (Tuesday 5th January 2021) due to symptoms, self-isolating or a positive test result. This should be done in the usual way by phoning the school on 01255 427073.

To access the online form please use this link or type it into your browser:

www.smfa.org.uk/COVID-19

You will see a link to the **Pupil/Parent/Carer Form**. Please do be careful to click that one and not the staff form as that is different.

Alternatively, you can access the form via the COVID-19 tab on the school website:

www.smfa.org.uk

We will contact families of any children identified as a close contact of someone who has been tested positive for COVID-19 and they must then self-isolate for 10 days. In this case, this would apply only to the child, not the whole household.

I want to thank you all for your continued support during what has been a most difficult year and I hope you and your families have a safe and happy Christmas.

Yours Sincerely,



Miss D Conroy
Headteacher