



Dear Parent/Carer,

### **Important Covid-19 Track and Trace Information**

Due to our contact tracing commitments at school over half term, please can you follow the guidance below:

Where a pupil or member of staff tests positive for Covid-19, having developed symptoms (or the date of a positive test if asymptomatic) more than 48 hours since being in school, the school should not be contacted. Parents and Carers should follow contact tracing instructions provided by NHS Track and Trace.

For the first 48 hours after teaching ends, if a pupil or staff member tests positive for Covid-19, the school will need to assist in identifying close contacts and advising self-isolation, as the individual may have been infectious whilst in school.

Below is an extract from the DfE (Department for Education) guidance and a summary table the school has devised as to how this specifically relates to our school.

- For the first 6 days after teaching ends, if a pupil or staff member tests positive for coronavirus (COVID-19), having developed symptoms within 48 hours of being in school, the school is asked to assist in identifying close contacts and advising self-isolation, as the individual may have been infectious whilst in school.
- School staff are not asked to remain on-call or conduct any contact tracing more than 6 days after the final day of teaching.

(Department for Education Guidance,)

To ensure these arrangements, work effectively and minimise the risk of compromising family's half term please adhere to the following

- Parents to seek tests via testing centres rather than postal tests as this can significantly delay confirmation of results. Results are normally forthcoming in 24 hours via test centres.
- Parents to notify school if children have symptoms after schools close (as outlined in the table)- even when waiting for a test result, families can be advised to take necessary steps whilst awaiting confirmation.
- To minimise the risk of infection within the School (and wider community) please ensure you continue to adhere to social distancing protocol.

Symptoms began on (or date of positive test if asymptomatic)	Monday 8 <sup>th</sup> – Friday 12 <sup>th</sup> February	Saturday 13 <sup>th</sup> February	Sunday 14 <sup>th</sup> February	Monday 15 <sup>th</sup> February – Monday 22 <sup>nd</sup> February
Action Required	Parents Inform school immediately. School will notify individuals within the respective bubble who may have come into contact. Notified individuals will have to self-isolate for 10 days.	Parents Inform school immediately. School will notify individuals within the respective bubble who may have come into contact on Thursday 11 <sup>th</sup> and Friday 12 <sup>th</sup> February. Notified individuals will have to self-isolate for 10 days.	Parents Inform school immediately. School will notify individuals within the respective bubble who may have come into contact on Friday 12 <sup>th</sup> February. Notified individuals will have to self-isolate for 10 days	Unless testing was delayed following onset of symptoms, case was not in setting and therefore there is no need to contact school.
Parent and Carers should contact the school by emailing on <a href="mailto:office@winhills.cambs.sch.uk">office@winhills.cambs.sch.uk</a> or <a href="mailto:enquires@winhills.cambs.sch.uk">enquires@winhills.cambs.sch.uk</a> in the event of a confirmed case between the <b>close of school on Friday 12<sup>th</sup> and Sunday 14<sup>th</sup> February</b> . If you do not have access to the internet, please call the school on <b>07860845549</b> and leave a message on the school office answerphone <b>NOT</b> the absence line.				
Parental Responsibility	Parents to notify close contact family and friends and follow advice as per NHS Covid-19 guidelines <a href="http://www.nhs.uk/conditions/coronavirus-covid-19/">http://www.nhs.uk/conditions/coronavirus-covid-19/</a>			

The school Contact Trace email is as follows: [office@winhills.cambs.sch.uk](mailto:office@winhills.cambs.sch.uk)

If there is anything you are at all unsure of regarding these arrangements, please contact the school office.

Kind Regards

Mr John Turner

Head of School