

25th May 2021

Dear parent/carers,

**URGENT & IMPORTANT : Reporting positive COVID-19 cases over the half term break.**

As we approach the Spring Bank holiday break, I wanted to write to you with details of how to report any positive COVID 19 case over the school closure period.

In the same way that we have managed this over the academic year, we have established a Google Form which you will need to complete should you become aware that your child has tested positive for COVID 19.

If the positive test result comes from LFD testing, then you will need to make us aware of this result and then update us once you have a confirmatory PCR test outcome.

The process for informing us of a positive result will be as follows:

Once you have your child's confirmed positive result you should contact us **immediately** using the link:

<https://forms.gle/mJ9iBLr3BCDza3eq7>

**You only need to do this if the first symptoms were developed within 48 hours of last being in school.** If symptoms developed more than 48 hours from last being in school then you do not need to contact us as there will be no school-based tracing for academy staff to undertake.

Once the form is submitted, you will be contacted by a member of staff in due course who will then undertake contact tracing. If you do not have access to the internet to complete the form, you must ensure that you contact NHS Test and Trace and give them the details of the web link above so that they can contact the school.

Where symptoms developed more than 48 hours after last being in school, you should follow the advice through the contact with the NHS Test and Trace team.

This notification facility will operate from Friday 28th May to Wednesday 2nd June. The academy will not monitor the google form responses after **5pm on 2nd June** although you may continue to advise us of any positive test for our records. If you receive a positive result beyond this date you should contact the local public health office on 0113 3860300.

The google form covers all primary academies within the Trust.

Thank you for your ongoing support.

Yours faithfully,  
Mrs. E Abbott  
Principal

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