



14<sup>th</sup> December 2020

Dear Parents/Carers

## IMPORTANT INFORMATION – PLEASE READ

### Reporting a Positive Covid19 test at Weekends:-

It is important that parents/carers report any positive Covid-19 test to the school **immediately** to enable us to make the necessary arrangements to protect the school community as quickly as possible and provide a copy of the test result.

This is straightforward during weekdays – please just phone the school on 01255 424335 and forward a copy of the test result to [welfare@altonpark.school](mailto:welfare@altonpark.school).

On a **Friday night or at weekends**, it is a little more difficult for parents to make contact. We have therefore set up a dedicated email address called [reportcovidtest@altonpark.school](mailto:reportcovidtest@altonpark.school) to which any such notifications must be sent. Please do not use this email address for any other reason.

**Include in the information you send us:** Your child's name, class name, date when first symptom(s) showed.

### Reporting during the Christmas Holidays when the school is closed:-

Essex County Council have provided the following guidance if **your child** develops symptoms of Covid19:-

#### **If your child's symptoms develop WITHIN 48 HOURS of being in school you must:**

- Seek a test for your child;
- Isolate the whole household until test result is returned;
- Let us know that this has occurred by emailing [reportcovidtest@altonpark.school](mailto:reportcovidtest@altonpark.school);

The quickest way to obtain a test is to book one 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 by emailing [reportcovidtest@altonpark.school](mailto:reportcovidtest@altonpark.school), who will identify if there are any other individuals within the school community who are impacted by this.

**Include in the information you send us:** Your child's name, class name, date when first symptom(s) showed.

#### **If the test result is NEGATIVE:**

Inform the school by emailing [reportcovidtest@altonpark.school](mailto:reportcovidtest@altonpark.school) of the result.

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**Reporting during the Christmas Holidays when the school is closed** Continued/.....

**If your child's symptoms develop MORE THAN 48 HOURS after their last day in school you MUST:-**

- a) Seek a test for your child;
- b) Isolate the whole household who must stay at home until the test result is returned.

**If the test result is POSITIVE for COVID19 having developed symptoms more than 48 hours since being in school (ie first symptom appears on or after Monday 21<sup>st</sup> December) you MUST:-**

- a) 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/)
- b) advise the school by emailing [welfare@altonpark.school](mailto:welfare@altonpark.school) as soon as you know that your child is going to be absent on the first day of term.

**If your child has no symptoms of COVID19 but tests POSITIVE WITHIN 48 HOURS of being in school:-**

It is important to follow the guidance around accessing a test only when the individual is showing signs of COVID19. However, if your child is asymptomatic and returns a positive test result **within 48 hours of last being in school**, please let the school know straight away by emailing [reportcovidtest@altonpark.school](mailto:reportcovidtest@altonpark.school);

**Include in the information you send us:** Your child's name, class name, date when first symptom(s) showed.

**If you are contacted by the school because your child is identified as a close contact of someone who has tested positive for COVID19:-**

That child must self-isolate for 10 days.

I would encourage you to adhere to social distancing and all COVID19 social mixing guidance for the remainder of term to reduce the risk of transmission of the virus as the last thing we want is anyone being unwell or required to self-isolate over the holiday period.

Thank you for your cooperation and ongoing support.

Yours sincerely

N Sirett  
Head teacher

**See Summary on Page 3**



REPORTING COVID-19 TEST RESULTS TO ALTON PARK JUNIOR SCHOOL	
<b>Summary</b>	<b>Term time:</b> Monday to Thursday: email <a href="mailto:welfare@altonpark.school">welfare@altonpark.school</a> or, during the school day, phone us on 01255 424335;
	<b>Fridays:</b> Up to 4.15pm: email <a href="mailto:welfare@altonpark.school">welfare@altonpark.school</a> or phone 01255 424335. After 4.30pm: email <a href="mailto:reportcovidtest@altonpark.school">reportcovidtest@altonpark.school</a> ;
	<b>Weekends:</b> email <a href="mailto:reportcovidtest@altonpark.school">reportcovidtest@altonpark.school</a> ;
	<b>Christmas Break:</b> email <a href="mailto:reportcovidtest@altonpark.school">reportcovidtest@altonpark.school</a> . <i>Please do not use this email address for any other reason other than to report matters laid out in the guidelines given in this letter.</i>
	<b>DON'T FORGET to include the following information:</b> <ul style="list-style-type: none"><li>• Your child's name</li><li>• Your child's class name</li><li>• Date when first symptom(s) showed.</li></ul>