

14th December 2020
09:00

Dear Families,

Re: COVID Contact Tracing from the 19th December 2020 to the 24th December 2020

Following my letter last week confirming that we will be open on Friday 18th December as originally planned, I am writing to inform you of contact tracing procedures following this date.

As we are opening until the 18th, we will have a team of staff who will **continue to contact trace from Saturday 19th December to Thursday 24th December**. This is six days after the final day of school, as specified by the Department for Education.

We will be working remotely from Saturday 19th December so please use the designated Covid email address to let us know if your child tests positive for Covid-19:

covid.bbs@taw.org.uk

Contact tracing will only be carried out by school if your child develops symptoms within 48 hours of being in school. This is the contagious period before symptoms show. For most students who will be at school on the 18th December, this would mean any students who develop symptoms on Saturday 19th December or Sunday 20th December 2020.

Where symptoms develop from Monday 21st December, NHS Test and Trace will contact individuals who are affected.

If you are unsure, please email us anyway and we will make the decision on whether any of the school community need to be contacted to self-isolate.

To help us be as efficient as possible when working with the Health Protection Hub and contacting families affected, we would be grateful if you could include the following information in your email:

- Day/Date your child was last at school
- Day/Date your child developed symptoms
- Day/Date of the test
- Day/Date of the positive test result
- Who your child travels to and from school with
- Who your child interacts with during social times (before school/break/lunch/after school)

As a reminder, please book your child for a test if they develop any of the following main Covid-19 symptoms (taken from the NHS website):

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least one of these symptoms.



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The link to book a test is:

<https://self-referral.test-for-coronavirus.service.gov.uk/antigen/condition>

If your child develops any of the following symptoms, please book them in for a test using the above link as a precautionary measure:

- Headaches
- Aches and Pains
- Feeling very tired for no good reason
- Sore throat
- Runny nose
- Sneezing
- Tummy ache in children

When you reach the page that asks why you are booking a test, please select this option:

Why are you asking for a test?

☐ I've been told to get another coronavirus test

☐ I'm ordering for someone I live with who has coronavirus symptoms

☒ My local council or health protection team has asked me (or someone I live with) to get a test, even though I do not have symptoms

☐ I'm part of the National Tactical Response Group (NTRG), or someone I live with is

☐ None of the above

[Continue](#)

From the 25th December (Christmas Day) to the 4th January 2021, the Covid email will only be checked periodically as contact tracing will be carried out by the national NHS Test and Trace system.

If your child tests positive during the Christmas period (25th December to 4th January) and it will affect their attendance to school, **please inform us the first day school opens to students on Tuesday 5th January 2021** using the covid.bbs@taw.org.uk email address.

For any other absences, please use attendance.bbs@taw.org.uk where possible and not the school phone number.

Best wishes,



Krissi Carter
Principal

