



Castle Camps C of E (VC) Primary School
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Thursday, 18th June 2020

Dear Parents/Carers,

GDPR: Test and Trace Procedures

The Director of Service for the Local Authority, Jonathan Lewis, has asked all schools to forward on the following information to parents.

Following the return to school of eligible year groups from 1st June, there has been a change in the risk of transmission within the school environment. We have therefore revised our risk assessment to include the Test and Trace procedures. This is in line with other LA Maintained schools across the county.

Within this letter you will find details of what to expect if there are **possible** or **confirmed** cases of coronavirus in our school.

Where there is a possible case of coronavirus in school

If a child or member of staff develops symptoms of coronavirus, the individual concerned will be sent home and asked to self-isolate for 7 days. They will be asked to arrange to have a test to see if they have coronavirus at the earliest convenience and to share the results with the school.

The parents/carers of other children within that bubble will be notified that this has taken place, but will not name individuals, or provide any more detail that is necessary. It is likely that all other children within the bubble will be able to continue to attend school as normal whilst the test is carried out and the results are known.

The wider school community will not receive this letter.

Where there is a confirmed case of coronavirus in school

If a child or member of staff tests positive for coronavirus, the individual concerned will be asked to self-isolate for at least 7 days from the date when their symptoms appeared. All other household members who remain well must stay at home and not leave the house for 14 days.

The school will then work with the Health Protection Team of Public Health England to carry out a risk assessment and to determine who else, if anyone, also needs to isolate.

The parents/carers of other children within that bubble will be notified that this has taken place, and will be advised on any steps which should be taken.

The wider school community will not receive this letter, unless it has an impact on them too.

We appreciate your continued support throughout this challenging time as we continue to do all we can to ensure the safety of both staff and pupils.

If you have any questions, please do not hesitate to get in touch.

Yours sincerely,

Alexandra O'Connor

Miss A. E. O'Connor
Headteacher