

1<sup>st</sup> April 2021

Dear Parent / Guardian,

The DfE recommend all schools ensure staff, parents and carers are aware of the following information and relevant arrangements regarding positive cases in the holidays:

Where a pupil or staff member tests positive for coronavirus (COVID-19), having developed symptoms within 48 hours since being in school, the school should not be contacted. Parents and Guardians should follow contact tracing instructions provided by NHS Test and Trace.

If a pupil or staff member tests positive for coronavirus (COVID-19), having developed symptoms within 48 hours of being in school you are requested to email the school at [beechhouseoffice@aol.com](mailto:beechhouseoffice@aol.com). The School will then identify close contacts and advise self-isolation, as the individual may have been infectious whilst in school. This will be via your email address.

The Department for Education coronavirus (COVID-19) helpline and PHE advice service are available to support with any queries you have about positive cases in the school.

Where pupils are required to self-isolate due to contact with a positive case after 48 hours following the end of half term, we do not need to be informed about their absence until the first day of the new half term.

Yours sincerely

*K Sartain*

Mr. K. Sartain  
**Principal**