

Oaklands Junior School

Headteacher - Mrs H West

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29th March 2021

Dear Parents/Carers,

We would just like to remind you that after the end of term this Wednesday, schools are still required to continue to take responsibility for contacting families if any **positive cases of Coronavirus are confirmed** during the Easter holidays.

To enable us to carry out contact tracing to reduce the spread, it is **vitaly important** that you keep us informed if your child has received a positive test result during the Easter holiday. Therefore, the school will remain contactable for a 6 day window after the last day of term, so we can assist with contact tracing where necessary. This will allow enough time for positive coronavirus (COVID-19) cases to be identified and confirmed by a test and for pupils and staff in the school to be informed. Please can you read the following information and relevant arrangements regarding positive cases in the holidays:

- For the **first 6 days after teaching ends**, if a pupil or staff member tests positive for coronavirus (COVID-19), having developed symptoms **within 48 hours** of being in school, **please contact the school immediately**, as the individual may have been infectious whilst in school.
- **Where a pupil or staff member tests positive for coronavirus (COVID-19), having developed symptoms more than 48 hours** since being in school, the **school should not be contacted**. Parents and carers should follow contact tracing instructions provided by NHS Test and Trace.
- **Where a pupil or staff member tests positive for coronavirus (COVID-19) having developed symptoms after 6th April** the school should not be contacted. Parents and carers should follow contact tracing instructions provided by NHS Test and Trace.
- Where a pupil is required to self-isolate due to contact with a positive case after the first 6 days following the end of term, schools do not need to be informed about their absence until the first day of the new term.

We have organised a designated email address for parents to use to contact the school which will be monitored by staff up to and including the 6th April. Again, this should only be used for the first 6 days after the end of term if a pupil or staff member tests positive for coronavirus (COVID-19), having developed symptoms **within 48 hours** of being in school, (i.e. **up to and including Friday 2nd April**).

The email address is: ojscovid@oaklands-jun.wokingham.sch.uk

We request that you provide the following information:

- Your child's full name
- Your child's class
- Symptoms
- Date symptoms started
- Date of test
- Result of test
- Contact telephone numbers in case we need to speak to you

If we have to inform parents of a positive case, a letter will be sent out to all parents via email with another separate letter being sent to all the parents of children that would need to self-isolate. These letters will contain information and guidance about what you will need to do.

Wishing you all the best for a safe and happy Easter.

Yours faithfully,

A handwritten signature in black ink that reads "HWest". The letters are cursive and somewhat stylized.

Mrs. H. West
Headteacher