



Procedures for Reporting Positive COVID cases in children 14th December – 18th December

We hope that you and your families stay safe and well over the Christmas Break, but if your child becomes unwell there are some things we need you to do.

The school retains some responsibility towards Test and Trace for the first 6 days of the school closure. There are two possible scenarios and actions outlined below.

1. My child had COVID symptoms that started on Monday 14th December or before, AND was in school at some point in the two days prior to symptoms starting, AND has now tested POSITIVE

ACTION: Please follow strict isolation guidelines as shared by Track and Trace and in addition email covidcase@gatton-park.org.uk letting us know:

- Name of child and form
- Day of test – which was subsequently returned as POSITIVE
- Day symptoms first showed
- Confirmation that they were in school at some point in the two days prior to symptoms showing
- Contact name and telephone number

Please note that this email address will only be checked at 10.00am each day 16th – 18th December. A member of the senior team will be in contact with you. Any other children and staff required to self-isolate will be informed via email.

2. My child has COVID symptoms which started on Tuesday 15th December or later

ACTION: Follow Government guidelines relating to isolation and testing:

- DO NOT email the school
- If a POSITIVE test is confirmed, inform the school once term starts on 4th January