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Dear Parent/Carer,

Reporting a positive case during February half term

At Summerhill Academy we want to do everything we can to reduce the risk of any family having to self-isolate during the February half term. We continue to follow the risk assessment and rigorously adhere to the **Hands, Face, Space** controls.

You can also reduce the risk of your household having to self-isolate by:

- adhering to the **Hands, Face, Space** controls when out in the community
- being extra vigilant in spotting the symptoms of COVID and following self-isolation rules until receiving a negative test result.

As a reminder:

The three symptoms are:

- high temperature
- a new continuous cough
- loss of smell/taste

If anyone in the household has one or more of these symptoms they **must**:

- stay home (do not attend school or work)
- get a test.

Everyone in the home **must** stay home until the test result is received.

- If the test is **positive** then:
 - report positive test results to the school immediately;
 - your child **must** stay home for the length of time instructed on the test (usually **10 days**), and
 - all other members of the household **must** also self-isolate (for **10 days**).

Reporting a positive case

It is important that we continue to trace close contacts of anyone who has a positive test result and were in school 48 hours before the symptoms started. From Saturday 13 February please report a positive test result by email to Positive.Results@clf.uk or by telephone on **0117 370 4626** extension **1103**. **The CLF Health and Safety team will monitor the above email and answer machine daily between 13 February and 21 February.**

Please leave the following information:

- *Your Name*
- *Your child's name*

- *The Academy they attend*
- *Date of first symptoms*
- *The date of the test*
- *The date of the positive result*

If you have had a test and the result has not come back after 48 hours please also report this using the email and telephone number above. These accounts will be monitored by the CLF Health and Safety team who will alert us so that we can do the contact tracing and communication with families of those children needing to self-isolate.

To support you to know if you need to report a positive result please see the table below.

Symptoms started on	They were in school on	Report
<i>Thursday 11 February</i>	<i>Tuesday 9 February</i>	<i>Yes</i>
<i>Friday 12 February</i>	<i>Wednesday 10 February</i>	<i>Yes</i>
<i>Saturday 13 February</i>	<i>Thursday 11 February</i>	<i>Yes</i>
<i>Sunday 14 February</i>	<i>Friday 12 February</i>	<i>Yes</i>
<i>Monday 15 February</i>	<i>Friday 12 February</i>	<i>No</i>

Thank you for your continued support. I wish you a safe and healthy half term break.

Best Wishes

K Richardson

Kate Richardson
Executive Principal