

8 February 2020



Dear Parents/Staff

THIS INFORMATION IS ONLY FOR PARENTS OF CHILDREN WHO HAVE BEEN IN SCHOOL W/C MONDAY 8 FEBRUARY AND ALL STAFF

We have been advised by the Government that we need to ensure that staff, parents and carers are aware of the following information and relevant arrangements regarding **confirmed positive Covid-19 cases in the half-term holidays**. The school have been asked to assist in identifying close contacts and advising self-isolation, as the individual with a positive Covid-19 test result may have been infectious whilst in school. If you have symptoms you must get a test and contact us if you receive a positive result. You only need to contact us if a pupil or staff member has tested positive for Covid-19. We do not need to know if a family member tests positive – only pupils or school staff who have been in school during the w/c 8.2.21. Do not contact us until you receive the result – we do not need to know if you have to have a test – only if you have a positive result. Please read the instructions below – it is important that everyone understands the process and complies with the request.

There are 2 scenarios

- 1) Where symptoms were developed within 48 hours, the school is “asked to assist in identifying close contacts and advising self-isolation, as the the individual may have been infectious whilst in school”.
- 2) If pupils or staff test positive, having developed symptoms more than 48 hours since being in school, then schools aren’t required to take any action.

Scenario 1

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** (this means if a pupil or staff member develop symptoms between 4pm on Friday 12 February and 4pm on Sunday 14 February and subsequently tests positive – you must email alex.sykes@holmfirthjinschool.net and give the following information.

- Name of pupil/staff member who has received a positive test
- Class/year group of pupil
- Date symptoms started
- Date test taken
- Date of positive test received

Scenario 2

Where a pupil or staff member tests positive for coronavirus (COVID-19), having **developed**



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Holmfirth J I & N School
Cartworth Road • Holmfirth • HD9 2RG
Tel 01484 687565
Email office@holmfirthjinschool.net
Website www.holmfirthjinschool.net
Twitter [@HolmfirthJINSch](https://twitter.com/HolmfirthJINSch)
Kirklees
COUNCIL

symptoms more than 48 hours since being in school, (as our last day in school is Friday 12 February this means any person developing symptoms after 4pm on Sunday 14 February) the school does not need to be contacted. Parents and carers should follow contact tracing instructions provided by NHS Test and Trace.

School staff will be on-call until 4pm on Tuesday 16 February, to allow time for tests results to be returned to you. After 5pm on Tuesday 16 February school staff will not be contactable, but emails sent to alex.sykes@holmfirthjinschool.net will be monitored occasionally.

During the beginning of the holidays, schools are not asked to be on-call 24 hours a day. The member of staff at Holmfirth J I & N School taking responsibility for contact tracing is Alex Sykes and you should email her at alex.sykes@holmfirthjinschool.net. Emails will be checked between 4pm and 5pm every day – Saturday 13 February to Tuesday 16 February inclusive. Please ensure that this address is the only one you use to make a report as it is the only one that will be checked on a daily basis.

If a parent/carer or staff member reports a positive case to us, Miss Sykes will contact the DfE/NHS Test & Trace with the information you provide us with. The DfE/NHS Test & Trace will then review the information we have been given, and will tell school if members of staff and pupils should self-isolate. If this is the case, we will contact the staff and parents of pupils in class(es) affected via a brief text message to alert you, followed by an email with more detailed information. Please ensure that you check your emails regularly between Saturday 13 February and Tuesday 16 February, and comply with any instructions to self-isolate – this is an instruction from DfE/NHS Test & Trace/NHS Test & Trace, not school.

Where pupils/staff are required to self-isolate due to contact with a positive case after Sunday 14 February School does not need to be informed about their illness or the need for any self-isolation unless this is still the case on the first day of the new term which is Monday 22 February 2021, as any contact after 16 February would not have been made whilst in the school environment. You can tell us this by calling school, and leaving a message on the answerphone by selecting Option 1, on the morning of Monday 22 February 2021, which is our first day back after February half term (please note that the answering machine is not monitored over the holidays and messages will not be accessed until the morning of Monday 22 February).

School staff who are taking part in the lateral flow testing should take a test as usual on Sunday 14 February. The next test should be done on Sunday 21 February. Any positive cases should be reported directly to Alex Sykes by text message.

Kind regards

The Leadership Team

J Rose – Headteacher

J Warrener – Asst Headteacher

J Perrons – Asst Headteacher

A Sykes – School Business Manager