



17th December 2020

Dear Parents and Carers,

The steps below explain what to do in the event of your child testing positive for Coronavirus after school has broken up on Friday.

If your child tests positive for COVID-19 from the end of term until and including Wednesday 23 December 2020, you should notify the school on our general school email info@dentoncommunitycollege.org.uk so that we can follow our track and trace procedures.

It is essential that you email the following information:

- **Student name**
- **Form**
- **Date of first symptoms**
- **Date of test**
- **Last date they were in school**

I will be checking the school email on a daily basis up to Christmas Eve and will ensure any close contacts are identified and contacted. I will be doing this by email so please let your child's Head of Year know if you have updated your email address recently.

If your child develops symptoms AFTER Sunday 20th December 2020, you do not need to notify the school as they will not have been in contact with any students or staff whilst infectious. You will still need to follow NHS Test and Trace procedures as normal.

If you think your child is displaying any symptoms related to COVID-19, however mild, please keep them at home and have them tested immediately. The rest of the family will need to self-isolate while the test results come through. You can book tests by ringing 119 or searching online for the NHS Covid 19 portal.

I know that as a community we will all try to make Christmas as safe and enjoyable as possible by ensuring that students do not attend large social gatherings such as parties and sleep-overs.

Thank you for your continuing support and I wish you all a healthy and restful Christmas.

Yours faithfully,

A handwritten signature in blue ink, appearing to read "d. cumming", is placed below the "Yours faithfully," text.

Donald Cumming
Deputy Headteacher