

16th December 2021

Dear Parents/Carers

As we head into the Christmas break we would like to remind you of the reporting process for any Positive COVID 19 cases in students from the 18th December to the 23rd December.

To support the health and safety of the school community school leaders will continue to assist with NHS Test and Trace up to and including the 23rd December 2020.

If your child receives a positive COVID test between these dates, and where your child has developed the symptoms **within 48 hours of being in school** please could we emphasise the need for you to report this to the school in order for us to track all known contacts in school. To help with this we have created a COVID infection Form on the school website to help us capture all the details we will need:

<https://www.oakwood.surrey.sch.uk/1672/covid-infection-form?search=Covid%20infection>

The form will generate an automatic email to key staff who will then engage with contact tracing to ensure that all members of the school community are informed appropriately should the need arise.

Please do not contact the school by phone to inform us of a positive case as we will not be able to pick these messages up.

If your child tests positive where symptoms **did not develop within 48 hours of being in school**, notification to the school/setting is not required and parents/carers should follow contact tracing instructions provided by NHS Test and Trace.

We hope you all have an enjoyable and restful Christmas.

Kind regards

Hayley Mathews
School Business Manager

Achieving Excellence Together