



11th February 2021

Dear Parent / Carer

As we approach half term, I need to take this opportunity to remind you of the requirements of the DfE regarding any positive Covid-19 cases.

Track and Trace

The DfE have asked all schools to assist with track and trace communication between **13th and 16th February**. **If your child receives a positive test during this period then please inform us using the following generic email: covid@thameslearningtrust.co.uk**

To ensure the right families are notified, please include details of:

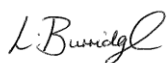
- Child's **full name**
 - Child's **class/year** group
 - **Other information** ,e.g. – who else they might have had significant contact with from other classes/year groups, e.g. – on the bus, etc (see questions below)
1. ***Who was your son/daughter in close contact with, defined as within 2 metres for more than 15 minutes?***
 2. ***Who had they had face to face contact, within 1 metre, for any length of time(even if wearing a face mask),including***
 - *Face to face conversation*
 - *Skin to skin contact*
 - *Being coughed on*
 3. ***Who have they travelled in a vehicle with?***

Whilst we recognise the challenges involved in gathering this information, particularly with younger children, please be as detailed as you can.

This will trigger a response from school staff and help ensure the right families receive notification using the school text messaging service.

Thank you in advance for your cooperation and support with the above. I hope that these arrangements support a happy and safe half term break for all our families.

Warmest regards

A handwritten signature in black ink, appearing to read "L. Burridge".

Louise Burridge
Principal