



Nunnery Wood Primary School



23rd October 2020

Dear Parents and Carers,

Reporting suspected and/or confirmed COVID 19 cases during the half term break

Following my newsletter yesterday, I have subsequently received further guidance concerning the reporting of a suspected or confirmed case of COVID 19. In light of this guidance, I must revise the school's reporting procedure for parents and carers. These procedures take effect immediately and will also be in place throughout the half term break.

Parents and carers must continue to notify *Public Health Worcester* by emailing them at wchealthprotection@worcestershire.gov.uk.

In addition, I must also ask you to notify the school via our safeguarding email account safeguardingsupport@nunnerywoodprimary.worcs.sch.uk. This account will be checked daily and any reports received will be acted upon promptly.

In your email, please state:

- your child's name;
- your child's class;
- who has tested positive (child or a member of the household/support bubble);
- the date of the positive test;
- the last day your child was in school;
- contact telephone number (please provide the main phone number you can be contacted on).

All this information is essential to enable school to support the *Track and Trace* system. It will also be used by the school to make informed decisions regarding our school bubbles.

Thank you for your continued support - it is greatly appreciated.

Yours sincerely,

Rachel Higgins
Headteacher

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