

Larchwood Gardens
Pilgrims Hatch
Brentwood
Essex CM15 9NG



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Headteacher: Mr.S.Bowsher

17th December 2020

Dear Parent / Carer

Reporting COVID-19 cases after the end of term and contact tracing

As stated in my letter last week we are expected to contact trace for all confirmed COVID-19 cases for the first part of the holidays. This will be up until the end of Wednesday 23rd December. Our office email will be monitored from 9:00am to 7:00pm every day until 7pm on Wednesday 23rd December.

Please follow the guidance below during the Christmas break:

If your child is currently awaiting a test result

If your child is awaiting a test result please contact the school office as soon as you get the result. On Friday 18th December you can call the school office from between 8:00am and 3:30pm. After this, please email the school office at office@larchwood.essex.sch.uk.

If your child develops symptoms of COVID-19 or is tested within 48 hours of being in school.

For those children who are in Reception, Year 3, Year 4, Year 5 and Year 6 this is likely to be until the end of Saturday 19th December. You must seek a test for your child and the household must isolate at home until the test result is returned. You should let the school know that this has occurred by emailing us at office@larchwood.essex.sch.uk.

You must provide the following: name, date of symptoms starting (if applicable) and details of testing. Once the result comes through, please contact the office on the email address even if the test is negative.

If the test is positive you can expect a phone call from me to get more details. We will then contact any families by text and email if their child is a close contact of anyone who has tested positive. If you are contacted by the school because your child is identified as a close contact of someone who has tested positive for COVID-19, they must self-isolate for 10 days from that contact.

If your child develops symptoms of COVID-19 or is tested more than 48 hours after being in school.

You do not need to contact us.

Monday 4th January

As there will be increased household mixing over the festive period it is possible that there will be cases within the school community, despite everyone continuing to take precautions. If your child is not going to be able to return to school on Tuesday 5th January due to self-isolation, please contact the school office on Monday 4th January so we can plan home learning for them.

Mr S Bowsher
Headteacher

