

1<sup>st</sup> December 2020



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Dear Parent/Carer

### Identification of COVID-19 Positive Cases

We've been working on revising our protocols in the light of other schools' experience of dealing with positive cases. We are very fortunate that there have been very few cases in our local communities which has given us some additional time to prepare and refine our contingency plans.

Should your child test positive, we would ask you to contact the school as soon as possible.

You will be asked the following questions:

- Is the positive person well?
- When did they get a positive test result?
- When did they start to display symptoms of Covid19?
- Have they had a close contact with anyone who has tested positive for Covid-19? When was that contact?
- When were they last in school?
- Is there anything else we should be aware of?

As part of the contact tracing procedure, we will also ask for details of who the pupil was in contact with during break and lunchtimes, as well as on transport to and from school. You will also be contacted by Test and Protect to identify any close contacts outwith the school day.

Once this information has been confirmed and we've had confirmation of the test result from Health Protection Scotland we will issue 3 separate communications. The first will be a general communication to all parents/carers advising that we have a positive case within the school community and advising that we will notify close contacts as soon as these have been identified.

The next two will be issued simultaneously – one to parents/carers of those identified as close contacts advising of the required self-isolation periods; and the second to all other parents/carers advising that their child(ren) is/are not a close contact and can continue to attend school as normal.

We would request your patience during the contract tracing period – we will not provide any information over the phone during this time and would ask for your understanding whilst we work as quickly as we can to provide information to all parents.



We understand that this is a very worrying time for everyone but we hope that providing this guidance in advance will offer some reassurance and help manage expectations.

Yours sincerely

A handwritten signature in black ink, appearing to be 'JD', with a horizontal line extending to the right.

**John Devine**  
**Headteacher**