



Ashford Park Primary School

'Inspiring a love for lifelong learning'

29th March 2021

COVID – 19 PROCEDURES ONCE SCHOOL HAS 'BROKEN UP'

Dear Parents / Carers,

With the end of term just 3 days away, we sincerely hope that we can all keep safe and well either in our household bubbles and / or work bubbles.

Please find a reminder of how to contact the school if your child **tests positive** for COVID - 19 **within 48 hours** of breaking up for Easter (from 14:15 on Thursday 1st April 2021).

1. Please email our dedicated COVID-19 email: covid@ashford-park.surrey.sch.uk
2. Provide details of: your child's name, their date of birth, their class and their year group and your contact telephone number.
3. Provide the details of when your child's symptoms became apparent. The symptoms are: a high temperature; a new, continuous cough – this means coughing a lot, for more than an hour, or 3 coughing episodes in 24 hours; a loss or change to sense of smell or taste – this means they cannot smell or taste anything, or things smell or taste different to normal.
4. Provide the details of the date and time of when you received the **positive test result**.
5. School will then Parent Mail, the relevant close contacts in the class bubble / year bubble, with the Public Health Information letter, which explains the self-isolation process in further detail.
6. Ashford Park Primary School will support Track and Trace for the first six days of the school holidays, until Wednesday 7th April, after which time Track and Trace will take over.

Yours sincerely

Mrs Sarah Tarrant
Head Teacher

Headteacher: Mrs Sarah Tarrant
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