



Archibald First School

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Headteacher **Mrs R Turner**

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Wednesday 16th December

Dear Parents/Carers

We are asking you to let the school know if your child tests positive for COVID-19 at any point during the Christmas break.

If your son or daughter receives a positive COVID-19 test during the Christmas holidays (19.12.20-3.1.21) please contact the school immediately via admin@archibald.newcastle.sch.uk and provide the following information:

- Name of child
- Class/year group
- Date of the COVID-19 test
- Does the child have symptoms? Yes or No
- **What date did the symptoms start?** *This information is key.*
- What date did the child last attend school?

It is very important that you provide this information so that the school can identify any close contacts that your son or daughter may have had in school during their infectious period. The school will then follow up close contacts and request that they isolate for 14 days to prevent further transmission of COVID-19.

Please note that you should also report any close contacts that your child has had outside the school setting through NHS Test and Trace.

Thank you for your help in this matter

Rebecca Turner

Having fun, achieving excellence.

Successful learners. Confident individuals. Responsible citizens.