



September 2020

Dear Parent/Carer,

I wanted to write to you all to praise the way that the students have adapted to the new rules and way of working at school and to update you on how you can report if your child has a positive COVID test result.

Firstly, if your child has any of the following symptoms:

- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of taste or smell (anosmia)

They must stay at home, self-isolate for 10 days and you should arrange for them to get tested by using the following website <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/> or by calling 119. All other household members will also need to stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the household became ill or if they do not have symptoms, from the day their test was taken. If anyone else in the household starts displaying symptoms, they need to stay at home for at least 10 days from when their symptoms appear, regardless of what day they are on in their original 14-day isolation period.

Please inform the school by using our usual procedures for reporting student absence if your child has these symptoms or is self-isolating because a family member is displaying any of the symptoms.

Once your child has been tested if their result is positive, please email the following address [covidresults@woodgreenacademy.co.uk](mailto:covidresults@woodgreenacademy.co.uk) as soon as possible with the following information:

- Student name
- Year group
- When they developed symptoms
- Date of the test
- When they were last in school

This will allow us to contact the DfE for guidance on any action that we may then need to take in order to keep the whole school community safe.

Many thanks

Mr J Topham  
Headteacher