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Acting Headteacher: Mr M Price

2nd October 2020

Dear Parent/Carer,

Notification of close contacts at weekends and during school holidays

As you know when we are informed that there is a confirmed case of Covid-19 at St Wilfrid's RC College, we undertake a risk assessment in conjunction with Public Health and identify anyone in the school community who is classified as a close contact and therefore needs to self-isolate. It is then our responsibility to notify close contacts of the need to self-isolate.

If we are informed of a confirmed case at a weekend or during a school holiday, we are still required to carry out the risk assessment immediately and notify close contacts. From this weekend we will be using the following process to notify close contacts:

- A text message will be sent via Groupcall/ Xpressions to the families of any student identified as a close contact. This message will notify you of the need for your child to self-isolate, this will include a link to the full details about the conditions of self-isolation and the period of self-isolation that is required.
- If you have more than one child at St Wilfrid's RC College the text message will identify which child has been identified as a contact. Any other child in the family home not identified as a close contact should attend school as normal.
- The first working day written confirmation will be sent in the post to the families of any student who is identified as a close contact. This will include the full details about the conditions of self-isolation and the period of self-isolation that is required as well as guidance on how to access online learning.

After these notifications have been sent a message will be sent to all families via Groupcall /Xpressions to notify there has been a confirmed case at St Wilfrid's RC College and, unless you have been contacted separately, there is no action you need to take.

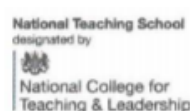
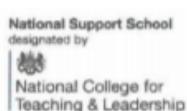
If you need to inform us that your child has tested positive for Covid-19 at a weekend or during a school holiday, please do so using the email address: covidreporting@st-wilfrids.org

If you currently do not use our Xpressions app we would recommend you do so as soon as possible. More information can be found on the website.

If you feel that these methods of communication will not work in your circumstances please contact school via telephone or by emailing admin@st-wilfrids.org

Yours sincerely

Mr M Price
Acting Head Teacher



Northern Saints
Teaching School Alliance



Bishop Chadwick
Catholic Education Trust

Excellentia per fidem, per scientiam, per adiuvatum