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| Macintosh HD:Users:pgreen:Design:Branding:Logo-Icon-PNG-SML.png | Macintosh HD:Users:pgreen:Design:Branding:Live:BrandingPackFiles:STW-TITLE-1-CAPS.png**Principal:** Miss C Huddleston BA PGCE MBA**Address:** St Wilfrid’s C of E Academy, Duckworth Street, Blackburn, Lancashire, BB2 2JR**Tel:** 01254 604000 **Email:** enquiries@saintwilfrids.co.uk **Web:** www.saintwilfrids.co.uk |

Dear Parent/Carer

**RE: Notification of COVID-19 test results during the half term break**

I am asking that during the half term break, you continue to notify the Academy if your child tests positive for coronavirus. This will enable staff to complete any appropriate track and trace so that students who are identified as close contacts can be contacted and advised to isolate. This is important as we seek to help reduce the spread of the virus in the wider community.

To notify the Academy of a **positive case** please call 01254 604703 between 9.00am and 6.00pm each day (including weekends). Please note, this number will be monitored from Saturday 24 October through to Sunday 1 November. From Monday 2 November, please call the main switchboard on 01254 604000. You will be asked to give the following details to the person taking the call:

* Child’s Full Name
* Form/Registration Group
* Date COVID-19 symptoms first appeared
* Date of the COVID-19 test
* How your child travels to the Academy e.g. bus (state the Service Number), car, walk or cycle (including who they travel with).
* A list of friends that your child spends time before school, at break and at lunch
* Afterschool activity sessions that your child has attended

If you wish to report that a student will need to isolate immediately after the holiday, because they are a close contact of a positive case, please call the attendance line on Tuesday 2 November 2020 and provide the following information:

* Child’s Full Name
* Form Group
* The link they have to a positive case e.g. parent tested positive
* The date they are due back at the Academy.

Thank you in advance for your assistance with this.

I would like to take this opportunity to thank you for your continued support and trust that you and your family remain safe and well over the half term break. The Academy re-opens on **Tuesday 3 November 2020.**

Yours sincerely,



Miss C Huddleston

Principal