



## **INFORMING SCHOOL OF A POSITIVE COVID-19 TEST RESULT FOR ONE OF OUR PUPILS OUTSIDE OF SCHOOL HOURS**

We ask that you inform the school immediately if one of our pupils receives a Confirmed Positive Covid-19 Test Result, if this is during office hours (9.15am – 2.45pm Monday – Friday) phone the office on 02838352009.

If your child gets the positive test result out of school hours (evenings & weekends) it is important that we know as soon as possible so advice can be taken from PHA and action taken if necessary before schools starts the following day or on the Monday morning.

To allow us to do this we would ask that you please email us at [info@ballyoran.portadown.ni.sch.uk](mailto:info@ballyoran.portadown.ni.sch.uk) giving us the following information:

- Name of child
- Class
- When you received the test result
- The date that the pupil was last in school

**Please note that this procedure is strictly only to be used to inform us of a confirmed positive case of Covid-19 in one of our pupils.**

All other reporting of absence, for example a pupil displaying symptoms of Covid-19 or other household members displaying symptoms, or positive test results for other members of the household, should be reported **during school hours only.**