



9th September 2020

To All Parents

Dear Parent/Guardian

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

We are continually reviewing our contingency plans in relation to Covid-19 and would ask you to assist us by please adhering to the following guidance.

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 school hours (8.15am – 4pm Monday – Thursday and 8.15am – 3.45pm on Fridays) 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. To allow us to do this we would ask that you please email us at 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.**

We are now also insisting that for any pupil who receives a negative test result, parents must email us a copy of the test result before the child returns to school.

I have also provided you with a copy of ***A Parents Quick Guide to Covid-19 Related Absences*** which I would ask you to read carefully. This will hopefully assist you in understanding the various absence periods that are required as it can be very confusing.

Finally, thank you for your continued support and co-operation as we work together to keep our school community as safe as possible.

Yours faithfully

Richard Woolsey
Principal