



BOURNMOOR PRIMARY SCHOOL

Headteacher: Mrs Laura Snowdon

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20th October 2020

Dear Parents and Carers,

Reporting a Positive Covid-19 Case to School Outside of School Hours

We would like to thank you for your ongoing support during the first half term of this academic year. We have greatly appreciated the communication with parents regarding any Covid concerns or questions. As a school we have been proactive in seeking advice from the Department for Education to ensure that we are able to give accurate and up to date information to families. We know the cases of Covid are rising and we need to keep working together to keep our community safe.

When we close this Friday for half term, we need to ensure you can still access school staff out of hours to report any positive Covid pupil cases. This means that advice and actions can still be taken even when school is closed (i.e. holidays, weekends or any forced school closures).

IF YOU HAVE A POSITIVE CASE OF COVID OUTSIDE OF SCHOOL HOURS YOU NEED TO DO THE FOLLOWING:

- Email school on bournmoor@durhamlearning.net and provide proof of the positive pupil case (screenshot of results or forward the original).

SCHOOL WILL RESPOND AS FOLLOWS:

- You will be contacted by a member of school staff who will acknowledge receipt of the email.
- We will then implement the necessary procedures for a positive Covid case.
- If we need to contact parents/carers regarding a positive case, we will use our text messaging service to send out letters or key information regarding year groups that are affected so please ensure we have your up to date mobile number.

We very much hope that you all have a safe and restful half term. We break up this Friday 23rd October and return on Monday 2nd November. At present we anticipate a one week half term but if there are any changes to this from the government we will send information out by text.

Yours sincerely,

L A Snowdon

Mrs Laura Snowdon (Headteacher)