



**GEMS Twickenham Primary Academy**  
**Principal: Mr John Smith**

Date: 21/12/2020

**Important information about reporting positive COVID -19 tests over the Christmas holiday period**

Dear Parents

I am hoping that we all have a healthy and happy Christmas holiday period. However, for the health of us all, I would like to set out actions that would need to be taken should there be a positive case of COVID-19 in our school community during the holidays.

If your child develops symptoms on 18<sup>th</sup>, 19<sup>th</sup> or 20<sup>th</sup> (up to 12:00 pm) December and consequently tests positive for COVID-19, you must inform the school immediately when you receive the test results.

You must email us at: [office@gemstwickenhamprimary.co.uk](mailto:office@gemstwickenhamprimary.co.uk) with the following information:

1. Name of child;
2. Your name and relationship to child
3. The class your child is in
4. Date symptoms started
5. Date of positive test result
6. Close contacts of the child who tested positive outside of school and 48 hours before symptoms (if they are children at our school)

Close contact is anyone who has been closer than 1m (to the positive case) for more than 1 minute and more than 1m but less than 2m to the positive case for more than 15 minutes – this is not necessarily at one time – but total time added together)

We will then get in touch with the DFE/PHE to determine who needs to be informed (if anyone) and they will be told to self-isolate for 10 days.

57 Colne Road | Twickenham TW2 6QF | Telephone No: 0203 019 6196 | Email: [office@gemstwickenham.co.uk](mailto:office@gemstwickenham.co.uk)  
| [www.gemstwickenhamprimary.org](http://www.gemstwickenhamprimary.org) |



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If we contact you by email, your child will need to self-isolate for 10 days.

If your child goes on to develop symptoms then the whole house will need to self-isolate.

You will be informed by email only if self-isolation is required. It is important that the guidance given in the email is followed to protect others.

If your child develops symptoms on 27th December onwards and consequently tests positive, you must inform the school on 5th January 2021 (the first day of term). Your child will not be able to return until at least the 10th day following the first symptoms. The rest of the household must self-isolate for 10 days following the sign of the first symptoms. Remote learning will be provided from the 5th January for any child self-isolating.

Yours sincerely,

Mr John Smith  
Principal

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