



Coulston Church of England Primary School  
Bradmore Green  
Old Coulston  
Surrey. CR5 1ED

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Head Teacher: Mrs Annie Mitchell B.Ed Cert. ED

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Dear Parents & Carers,

18<sup>th</sup> December 2020

### **Reporting a Positive COVID-19 Test Result**

As you may be aware, schools are required to monitor any positive cases of COVID-19 until 4pm on Christmas Eve, so that we can continue to complete our test and trace system. We have prepared a link for parents to complete if their child receives a positive COVID test at any time before 4pm on Christmas Eve. The responses to this link will be monitored regularly, and if necessary, we will contact you to discuss any issues arising.

We do not need to know if you or your child has been in contact with anyone testing positive, or if you or child has symptoms. **We only need to know if a positive result has been received for any child who attends Coulston Church of England Primary School.**

Please ensure that you do not publicise a positive case on social media. The senior leadership team will manage all necessary communication with the relevant parties.

Please note that the school telephone line will not be manned throughout the Christmas break, and the office email address will be monitored infrequently. It is therefore vital that you report a positive test using the link on the attached email. It can also be found under the "COVID-19" section on the school website.

Thank you for your continued support. We hope that you all stay well and safe throughout the holidays, and we wish you all a very happy Christmas.

Yours faithfully,

Mrs A Mitchell & Mrs F Lee

Head Teacher & Deputy Head Teacher

