**Letter: school to issue confirmed Close Contact**

Dear Parent/Carer

We have been advised by the NHS Wales Test, Trace, Protect Service that there has been a confirmed case of COVID-19 within your child’s contact group or class.

Your child has been assessed by the NHS Wales Test, Trace, Protect Service that they have been in close contact with the confirmed case and preventative measures now need to be put in place. A **close contact** is defined as:

- someone within 1 metre of you with whom you have had a face-to-face conversation, had skin-to-skin physical contact, you have coughed on, or been on other forms of contact within 1 metre for 1 minute or longer;
- someone within 2 metres of you for more than 15 minutes; someone you have travelled in a vehicle with, or seated near you in public transport.

Your child **must** self-isolate and not return to school until your child has completed the 10 day self-isolation period. The Welsh Government guidance requires close contacts with a confirmed COVID-19 case, to self-isolate for 10 days since the last contact with the confirmed case. This is because it can take time for the symptoms to develop. You may find the enclosed leaflet on self-isolation helpful [https://gov.wales/keeping-learners-safe-education](https://gov.wales/keeping-learners-safe-education)

It is important that we all play our part in reducing spread of infection in our school and community by ensuring strict compliance with self-isolation requirements. Members of your household family are not required to self-isolate, but they should follow the general social distancing and extended household contact guidance during the isolation period.

If your child does develop symptoms of COVID-19 please get them tested as soon as possible. The most common symptoms of COVID-19 are:

- fever (greater than 37.8°C);
- new persistent/continuous cough; and/or
- loss or change in sense of taste or smell.

If anyone in your household develops any of these symptoms, however mild, they need to stay at home (10 days for the person with symptoms and 10 days for the rest of the household), seek at test as soon as possible and follow the guidance at [https://gov.wales/self-isolation-stay-home-guidance-households-possible-coronavirus](https://gov.wales/self-isolation-stay-home-guidance-households-possible-coronavirus). Further detail on how to apply for a test is provided at [https://gov.wales/apply-coronavirus-covid-19-test](https://gov.wales/apply-coronavirus-covid-19-test) or simply call the free phone number 119 between the hours of 7am to 11pm. Please make sure you keep your child’s school informed.

The process of testing and contact tracing is part of the ‘new normal’ where schools and settings are required to follow these guidelines carefully. The latest information on COVID-19 track trace system can be found on the Welsh Government’s website on [https://gov.wales/education-settings-coronavirus-testing-and-contract-tracing-guidance](https://gov.wales/education-settings-coronavirus-testing-and-contract-tracing-guidance).
We will be in contact with you to discuss the learning and support we can provide your child during this period.

If your child is well at the end of this period of self-isolation, they can then return to school. They will not require evidence of a negative test to return to school. Other members of your household including other children, can continue normal activities provided your child does not develop symptoms within the self-isolation period.

I appreciate that is a concerning time and we are here to provide support and guidance should you require it. Self-isolation payments of £500 are available to parents and carers on low incomes who need to care for children (attending childcare or school up to Year 8, or those with complex additional needs up to the age of 25) who are self-isolating. Further information on the criteria and application process for the Self-isolation support scheme is available. This letter may be required to evidence the need for your child to self-isolate.