Dear Parent,

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 potentially 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.

In order to allow for robust contact tracing procedures to be undertaken we are asking your child to remain at home and self-isolate until we have confirmed the position with the NHS Wales Test, Trace, Protect service. During this period, in-depth contact tracing will be undertaken to establish whether your child is a confirmed close contact or not. Please do not be alarmed, this is a precautionary measure, but it is important to follow the guidelines. We will notify you when your child can return to school and stop self-isolating, or needs to self-isolate for a further period of time (maximum of 10 days in total).

The national 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. If your child is identified as a confirmed close contact by the NHS Wales Test, Trace, Protect service, as defined above, we will be in touch with you to provide further advice and guidance relating to self-isolation requirements.

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.

Please refer to the enclosed self-isolation guidance which tells you how to reduce the spread of COVID-19, especially if you have a household member who is at greater risk of developing severe illness from COVID-19.

If your child does develop symptoms of COVID-19 they should get 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.

It should be noted however, your child does not require a test unless they develop symptoms. People should only take a test if they are displaying symptoms - testing
while asymptomatic can generate false negatives and is not recommended for these reasons.

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 a test as soon as possible and follow the guidance at 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 or simply call the free phone number 119 between the hours of 7am to 11pm. Please make sure you keep the 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 Coronavirus testing and tracing can be found on the Welsh Government’s website on https://gov.wales/education-settings-coronavirus-testing-and-contract-tracing-guidance.

If your child is well at the end of this period of self-isolation, they can then return to school, they are not required to provide proof of a negative test. 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 this 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.