



Archibald First School
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Headteacher **Mrs R Turner**

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Wednesday 21st October

Dear Parents/Carers

With the high rates of COVID-19 in Newcastle currently, we are asking parents to let the school know if their child tests positive for COVID-19 during the half term break.

If your son or daughter receives a positive COVID-19 test after Thursday 22nd October 2020 please contact the school immediately at admin@archibald.newcastle.sch.uk and provide the following information:

Name of child

Class/year group

Date of the COVID-19 test

Does the child have symptoms? Yes or No

What date did the symptoms start?

What date did the child last attend school?

It is very important that you provide this information so that the school can identify any close contacts that your son or daughter may have had in school during their infectious period. The school will then follow up close contacts and request that they isolate for 14 days to prevent further transmission of COVID-19.

Please note that you should also report any close contacts that your child has had outside the school setting through NHS Test and Trace.

Thank you for your help in this matter

Rebecca Turner

Having fun, achieving excellence.

Successful learners. Confident individuals. Responsible citizens.