

TRAFALGAR COMMUNITY INFANT SCHOOL

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HEADTEACHERS: MISS KAT GREEN, BA (HONS) AND MRS RACHEL AMOS, BED (HON



*A voyage of discovery -
we're sailing to success together*

Trafalgar Community Infant School
Victory Road
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RH12 2JF
01403 254925

23 October 2020

Dear Parents/Carers,

Important information, should your child receive a positive test result for Covid-19 at any point outside of school hours

Today we have set up a dedicated email address which must be used to report a positive COVID-19 test **outside of school hours (evenings, weekends or school holidays)**.

The address is: covidpositivetest@trafalgarinfant.com

This is for positive test results only, and is not for the reporting of symptoms or negative test results.

Should you need to report a positive test result, please provide the following information:

- Child's full name
- Date of birth
- Home address
- Year group
- Class
- Full name and contact number/s of reporting parents/carers
- Date first symptoms appeared
- Date test completed
- Date positive test result received

By reporting this information to us immediately, we are able to then follow the official advice, which will help to keep our school community as safe as possible.

Many thanks in advance,

Kind regards,

Miss K Green and Mrs R Amos
Co-Headteachers and Safeguarding Leads

