



## Notification of Close Contacts at Weekends and During School Holidays

5 October 2020

## Notification of Close Contacts at Weekends and During School Holidays

Dear Parent / Carer

As you know when we are informed that there is a confirmed case of Covid-19 at St Bede's Catholic School and Byron Sixth Form, we undertake a risk assessment in conjunction with Public Health and identify anyone in the school community who is classified as a Close Contact and therefore needs to self-isolate. It is then our responsibility to notify Close Contacts of the need to self-isolate.

If we are informed of a confirmed case at a weekend or during a school holiday, we are still required to carry out the risk assessment immediately and notify Close Contacts. From this weekend, we will be using the following process to notify Close Contacts:

- An email will be sent via Xpressions to the families of any student who is identified as a Close Contact. This email will include full details about the conditions of self-isolation and the period of self-isolation that is required.
- A short text message will also be sent via Xpressions to the families of any student identified as a Close Contact. This message will notify you of the need for your child to self-isolate and the period of self-isolation.
- If you have more than child at St Bede's Catholic School and Byron Sixth Form both the email and text message will identify which child has been identified as a contact.

After these notification have been sent, an email will be sent to all families via Xpressions to notify you that there has been a confirm case at St Bede's Catholic School and Byron Sixth Form and, unless you have been contacted separately, there is no action you need to take.

Please can I remind you that if you need to inform us that your child has tested positive for Covid-19 at a weekend or during a school holiday, please do so using the email address: [Covidreporting@st-bedes.durham.sch.uk](mailto:Covidreporting@st-bedes.durham.sch.uk)

If you feel that these methods of communication will not work in your circumstances, please contact school via telephone or by emailing [enquiries@st-bedes.durham.sch.uk](mailto:enquiries@st-bedes.durham.sch.uk)

Regards,

Mrs F Craik  
Acting Headteacher