

Dear Parents/Carer,

We hope you stay safe over the Christmas break. In the event that a child has a positive covid test result, we need you to let us know so we can inform anyone who was in contact at school that they need to self-isolate. From 4pm on Friday 18<sup>th</sup> December, the school office will be closed, so please contact the Trust office and give details of the test result, when the child was last in school and when the first symptoms were observed. Where necessary, the school will get in contact with any affected families.

Please contact:

- [covidtestreport@unitysp.co.uk](mailto:covidtestreport@unitysp.co.uk)
- 01440 333400 – option 8 (until 7pm on Friday 18 December, then between 8am and 5pm 19<sup>th</sup> – 24<sup>th</sup> December)

In the event of a positive test after term ends				
Symptoms began on (or date of positive test if asymptomatic)	Between today – Friday 18 <sup>th</sup> December	Saturday 19 <sup>th</sup> December	Sunday 20 <sup>th</sup> December	Monday 21 <sup>st</sup> December – Thursday 24 <sup>th</sup> December
Action Required	Parents use contact details above. School will notify individuals within respective bubble who may have come into contact. Notified individuals will have to self-isolate for 14 days	Parents use contact details above. School will notify individuals within respective bubble who may have come into contact on Thursday 17 <sup>th</sup> and Friday 18 <sup>th</sup> December. Notified individuals will have to self-isolate for 14 days	Parents use contact details above. School will notify individuals within respective bubble who may have come into contact on Friday 18 <sup>th</sup> December. Notified individuals will have to self-isolate for 14 days	Unless testing was delayed following onset of symptoms, case was not in setting and therefore there is no need to contact school.

Many thanks,  
 Nick Froy  
 Executive Headteacher  
 Newmarket Academy and Sybil Andrews Academy