



Drapers' Academy

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26<sup>th</sup> November 2020

Dear Parents / Carers

### **Out of House Notification for Positive Covid-19 Test Results Of Your Child**

As you are aware, tomorrow is an INSET day. It is important that we are informed of any positive Covid-19 cases within our school in order that we can track and trace close contacts. Going forward this includes all weekends as well.

We have therefore, in addition to the out of hours contact phone (07904 243356), created an email address for parents/carers to use. This is [covid@drapersacademy.com](mailto:covid@drapersacademy.com). Once you have used the email, you will receive a further communication requesting essential information which will allow us to establish all close contacts. A member of staff may also call you as well.

This is an extremely important process to follow to ensure the safety of pupils, students and staff alike.

Should you receive a positive test for your child during school hours, please contact us in the usual way by telephoning 01708 371331.

Thank you in anticipation of your support in this matter.

Yours faithfully

D Luckhurst  
Principal  
Drapers' Academy

