Notifying the School of a Positive Covid Case

To help ensure that we receive swift notification if one of our pupils should receive a positive Covid test result, we have set up a dedicated email address for this purpose. If you get notification of a positive Covid test for your child during the school day, then a phone call to the school office is the best means of communication. However, out of hours, including weekends and holidays, please send an email as soon as possible to the following email address:

covid@whiteleyapps.com

Emails to this account will be automatically forwarded to several key staff and therefore messages are likely to be picked up more quickly than those which only go to the adminoffice@whiteley.hants.sch.uk address. If letting us know of a positive test result, it would be helpful if you could include your child's full name and class, and the best contact telephone number to reach you .

Please note that the school is no longer responsible for identifying or notifying close contacts and so it is vital that you liaise with NHS track and trace. Due to GDPR, we are unable to provide information to parents regarding names/contacts for those people who your child may have been close to, but we are able to liaise with track and trace if they contact us directly follow your contact with them.

If you do notify us by email and do not hear back from us within a few hours (or the next morning if sent late at night), please do contact us again, checking that you have used the correct email address and copying in the adminoffice@whiteley.hants.sch.uk email as a back-up.

Please note that, the Covid email address should **only** be used for notification of a positive Covid test result of a child.