



HOVE JUNIOR SCHOOL

Portland Road, Hove, East Sussex, BN3 5JA
Web: www.hovejuniorschool.co.uk
Email: portlandroadenquiries@hovejun.brighton-hove.sch.uk
Telephone: 01273 295484

Holland Road, Hove, East Sussex, BN3 1JY
Web: www.hovejuniorschool.co.uk
Email: hollandroadenquiries@hovejun.brighton-hove.sch.uk
Telephone: 01273 294333

Thursday 18th March 2021

REPORTING A CONFIRMED CASE OF COVID-19

Dear Parents/Carers,

Thank you for your continued support this term. To ensure we continue to keep the whole school community safe, it is essential that we are informed of any positive cases of Covid-19 that occur. During school hours, please continue to phone the school offices to report individual confirmed cases.

Out of school hours and during the weekend, please now contact the school on the email address below. At weekends and during school holidays, the email will only be monitored twice daily. If you need to access any Covid-related information about the school, please go to the school website and click on '[About Us/Covid Policies and Procedures](#)'.

For all pupils at both sites please email:

confirmedcase@hovejun.brighton-hove.sch.uk

For clarity, please state **Confirmed Case** in the subject box.

We will need to know:

1. Your child's name and date of birth
2. Your child's class (e.g. 4 Yellow)
3. A contact phone number
4. The first day when your child's symptoms started
5. What symptoms your child has
6. The date when your child was last in school
7. Whether your child attended breakfast club on their last day in school
8. Whether your child attended after school club on their last day in school
9. Please list any siblings
10. Please list the schools where siblings attend, and their year groups

Your support in getting this right for the whole school community is essential.

Kind regards,

Madeline Southern

Mrs Maddie Southern
Headteacher

Mrs Lorna Cummings
Head of School, Holland Road



We're working
towards Artsmark
Awarded by Arts
Council England



Hove Junior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.