**Minimum information to report to Waltham Forest Public Health team – Schools**

Please email to [public.health@walthamforest.gov.uk](mailto:public.health@walthamforest.gov.uk) for each confirmed case that you notify.

|  |  |
| --- | --- |
| Confirmed case (please state if pupil or staff)   * If pupil, year group: * If staff, job / year group teaches in: |  |
| Symptoms of case (if any) |  |
| Date of onset of symptoms |  |
| Date of test |  |
| Date last in school |  |
| Date the case will be self-isolating until |  |
| Number of close contacts (if already identified, divided between)   * Staff (which roles and year groups): * Pupils (which roles and year groups): |  |
| Date the close contacts will be self-isolating until |  |
| An indication of how many cases in the last 2 weeks |  |
| Contact telephone number |  |
| Any specific questions and concerns we can help with |  |

Please feel free to provide any other relevant information below: