

Thursday 10th December

Dear Parent/Carer,

You may have seen in the media the Department for Education’s (DfE) announcement that schools are permitted to make Friday 18th December a ‘non-teaching’ day. I am writing to reassure you that we will **not** be amending our term dates or our scheduled INSET days as we recognise the significant disruption this causes our families. This means our last day of term for pupils will remain Friday 18th December.

Below is an extract from the DfE guidance regarding contact tracing after school ends and a table showing the arrangements for our school:

- *Where a pupil or staff member tests positive for coronavirus (COVID-19), having developed symptoms more than 48 hours since being in school, the school should not be contacted. Parents and carers should follow contact tracing instructions provided by NHS Test and Trace.*
- *For the first 6 days after teaching ends, if a pupil or staff member tests positive for coronavirus (COVID-19), having developed symptoms within 48 hours of being in school, the school is asked to assist in identifying close contacts and advising self-isolation, as the individual may have been infectious whilst in school.*
- *School staff are not asked to remain on-call or conduct any contact tracing more than 6 days after the final day of teaching. Where a schools last teaching day is on Thursday 17 December, there should be no pupil contact tracing asks beyond Wednesday 23 December.*

(Department for Education Guidance, December 2020)

Symptoms began on (or date of positive test)	Between Monday 14 th – Friday 18 th December	Saturday 19 th December	Sunday 20 th December	Monday 21 st December – Monday 4 th January
Action Required	Parents Inform school immediately. School will notify individuals within respective bubble who may have come into contact. Notified individuals will have to self-isolate for 14 days.	Parents Inform school immediately. School will notify individuals within respective bubble who may have come into contact on Thursday 17 th and Friday 18 th December. Notified individuals will have to self-isolate for 14 days.	Parents Inform school immediately. School will notify individuals within respective bubble who may have come into contact on Friday 18 th December. Notified individuals will have to self-isolate for 14 days.	Parents should not inform school unless testing was delayed following onset of symptoms and case had occurred in school.
We have set up a designated number for parent/carers to contact in the event of a confirmed case between the close of school on Friday 18th December and Thursday 24th December . The numbers at the end of this letter are to be used exclusively for contact tracing purposes and no other communications.				



Parental Responsibility	Parents to notify close contact family and friends and follow advice as per NHS Covid-19 guidelines http://www.nhs.uk/conditions/coronavirus-covid-19/
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To ensure these arrangements work effectively and minimise the risk of compromising families' Christmas break, please adhere to the following:

- Seek tests via testing centres rather than via postal tests as this can delay confirmation of results. From test centres results are normally forthcoming in 24 hours.
- Notify school if children have symptoms after schools close (using the contact details below).
- when waiting for a test result, remember it is advisable to take necessary steps whilst awaiting confirmation. ensure you continue to adhere to social distancing protocol.

If there is anything you are at all unsure about, please contact the school before the end of term for clarification.

Contact tracing numbers are as follows:

Saturday 19th -07747 637594

Sunday 20th - 07747 637594

Monday 21st (only if testing delayed following onset of symptoms and case has occurred in school)– 07747 637594

Tuesday 22nd (only if testing delayed following onset of symptoms and case has occurred in school)– 07747 637594

Wednesday 23rd (only if testing delayed following onset of symptoms and case has occurred in school)– 07747 637594

Kind regards



Emma Goodwin

