

Thursday 10<sup>th</sup> December 2020

Dear Parent/Carer,

You may have seen in the media the Department for Education's (DfE) announcement that schools are permitted to make Friday 18<sup>th</sup> 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 18<sup>th</sup> 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.*

(Department for Education Guidance,  
December 2020)

Symptoms began on (or date of positive test)	Between Monday 14 <sup>th</sup> – Friday 18 <sup>th</sup> December	Saturday 19 <sup>th</sup> December	Sunday 20 <sup>th</sup> December	Monday 21 <sup>st</sup> December – Monday 4 <sup>th</sup> 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 <sup>th</sup> and Friday 18 <sup>th</sup> 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 <sup>th</sup> 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 <b>close of school on Friday 18<sup>th</sup> December</b> and <b>Thursday 24<sup>th</sup> December</b> . 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 <a href="http://www.nhs.uk/conditions/coronavirus-covid-19/">http://www.nhs.uk/conditions/coronavirus-covid-19/</a>
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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 above
- 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 – 01536 532726

Sunday 20th – 01536 532726

Kind regards.



Mr T Segalini  
Principal

