



10 February 2021

Headteacher: Mrs C Hurst BA(hons) PGCE NPQH NLE

Dear Parent/Carer

### Important information - COVID-19 contact tracing over February half term

The Department for Education has again updated its guidance to ensure schools continue to support the COVID-19 track and trace process over February half term. The government has also asked that schools ensure staff, parents and carers are aware of the following information and important arrangements regarding positive cases in February half term:

*Where pupils or staff **still attending** their school test positive during the holidays, having developed symptoms **more than 48 hours** since being in school, then schools are not required to take any action. Staff, parents and carers should follow contact tracing instructions provided by NHS Test and Trace and inform school when we return on Monday 22 February.*

*However, where pupils or staff **still attending** their school test positive during the holidays, having developed symptoms **within 48 hours** of being in school, then schools are asked to assist in identifying close contacts and advising self-isolation, as the individual may have been infectious whilst in school.*

**To notify us of a positive COVID-19 test result during February half term, where symptoms have developed within 48 hours of being in school, you must e-mail [admin@glaptonacademy.co.uk](mailto:admin@glaptonacademy.co.uk) immediately and provide the following details:**

- Full name of pupil
- Date symptoms started
- Date of test
- Date positive test result received
- Type of test - Lateral Flow (rapid results) or PCR (results after laboratory processing)
- If Lateral Flow test, was the result confirmed by a PCR test - Yes/No
- Date last attended school
- Your mobile telephone number

The office will be closed to routine enquiries over half term so please let us know before Friday if you need to update your contact details, and please ensure you continue to check your texts and e-mails over half term.

We would like to thank you for your understanding and ongoing support.

Yours sincerely

**Mrs C Hurst BA (Hons) PGCE NPQH NLE**  
**Headteacher**