



09 December 2020

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

Dear Parent/Carer

Important information - end of term arrangements & contact tracing

Late yesterday, the Government updated its guidance for schools regarding the end of term and the role of schools in supporting the COVID-19 track and trace process. The new DfE guidance states:

We know that school and further education leaders, teachers and staff, as well as nurseries and childminders, have worked tirelessly over the last term. This has included their important role in contact tracing, to help in the national effort to limit the spread of the virus. We are aware that this has led to additional work over weekends and holidays and we are incredibly grateful for this.

Public Health England has agreed a 6 day window after the final day of teaching in which schools and further education providers are asked to remain contactable so they can assist with contact tracing where necessary. This will allow enough time for positive coronavirus (COVID-19) cases to be identified and confirmed by a test and for relevant contacts in the education setting to be traced. We are clear that beyond 6 days after the final day of teaching, school and further education staff are not asked to play a role in any contact tracing.

To ensure that staff get the time off they need and deserve, schools may wish to use an INSET day, making Friday 18 December a non-teaching day and using the day for staff training.

We recognise this communication has arrived with schools late in the term but would ask schools to be as helpful to parents as they can by sharing any changes to end of term arrangements as soon as possible, particularly where schools choose to make Friday 18 December a non-teaching day.

The government has also asked that schools ensure staff, parents and carers are aware of the following information and relevant arrangements regarding positive cases in the Christmas holidays:

- **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.**
- **Friday 18 December to Wednesday 23 December:** For the first 6 days after teaching ends, if a pupil or staff member tests positive, 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.
- **Thursday 24 December onwards:** School staff are not asked to remain on-call or conduct any contact tracing more than 6 days after the final day of teaching. So where a school's last teaching day is on Thursday 17 December, there should be no pupil contact tracing asks beyond **Wednesday 23 December**.
- During the first 6 days after the end of term, school staff responsible for contact tracing are advised to designate a limited period in the day to receive notification of positive cases and to advise close contacts to self-isolate.

As such, at Glapton Academy the last day of term for pupils will now be Thursday 17 December 2020.

To notify us of a positive COVID-19 test result during the 6 day window Friday 18 to Wednesday 23 December 2020, you must e-mail admin@glaptonacademy.co.uk immediately and provide the following details:

- **Full name of pupil/staff member**
- **Date symptoms started**
- **Date of positive test result**
- **Date last attended school**
- **Your mobile telephone number**

This system is in place from Friday 18 December to Wednesday 23 December 2020 only.

- **Positive test results received from Thursday 24 December onwards should also be notified via e-mail, however no school contact tracing will be required.**
- **Where staff/pupils are required to self-isolate due to contact with a positive case from Thursday 24 December, you do not need to inform us about the absence until the first day of the new term. Follow NHS test and trace instructions and government guidance on self-isolation.**

As the school and the school office will now both be closed to parents on Friday 18 December 2020 until 4 January 2021, please note that general telephone calls or e-mail messages will not be answered or responded to during that time. Contact should only be made via e-mail and only for the purpose of reporting a positive test result for a school pupil after Thursday 17 December.

Please contact the office immediately if you need to update your contact details and please ensure you continue to check your texts and e-mails over the Christmas break, in particular until 23 December.

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

Yours sincerely

A handwritten signature in cursive script, appearing to read 'C Hurst', written in black ink.

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