



Wednesday 9<sup>th</sup> December 2020

Dear Parents and Carers,

**Important Covid-19 Information Update**

You may have seen in the media yesterday the Department for Education (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 this term as we recognise the significant knock on effect this will have on families. This means our last day of term for pupils will remain Friday 18<sup>th</sup> December.

We will still be fully committed to continuing our contact tracing process for the community. The Government's published guidance is a little unclear as to how educational settings will fulfil this requirement, and therefore I am writing to clarify how we will as a school, manage this commitment between the end of term and Christmas Eve. Below is an extract from the DfE guidance received after school yesterday:

- *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)

I have summarised what this information means for Rackham in the table below:

Symptoms began on (or date of positive test if asymptomatic)	Between Monday 14 <sup>th</sup> December to Friday 18 <sup>th</sup> December	Saturday 19 <sup>th</sup> December	Sunday 20 <sup>th</sup> December	Between Monday 21 <sup>st</sup> December to 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.	Unless testing was delayed following onset of symptoms, case was not in setting and therefore there is no need to contact school.
I have set up a designated email for parent/carers to contact me in the event of a confirmed or suspected case between the <b>close of school on Friday 18<sup>th</sup> December</b> and <b>Thursday 24<sup>th</sup> December</b> . This email address, which can be found at the end of this letter is to be used exclusively for contact tracing purposes only, and no other communications.				

In order to ensure these arrangements work effectively and minimise the risk of compromising families' Christmas break, please adhere to the following:

- **Parents to seek tests via testing centres rather than via postal tests as this can significantly delay confirmation of results. Results are normally forthcoming in 24 hours via test centres.**
- Parents to notify school if children have symptoms after schools close (as outlined above) – even when waiting for a test result, families can be advised to take necessary steps whilst awaiting confirmation.
- So as to minimise the risk of infection within school (and the wider community) please ensure you continue to adhere to social distancing protocol.

The Covid reporting email address to use after Friday 18<sup>th</sup> December 2020 is:

[covid19results@rackham.cambs.sch.uk](mailto:covid19results@rackham.cambs.sch.uk)

If there is anything you are at all unsure about regarding these arrangements please contact the school before the end of term.

Yours sincerely,



Mrs B Harrison  
Headteacher

