



Headteacher: Mrs V Giliker

11th December 2020

Dear Parents/Carers

### Track and Trace for the start of the Christmas holiday

The Department for Education (DfE) announced this week that schools may use an INSET day so they can close a day earlier for Christmas. We **will not be doing this**, so will remain open on Friday 18th December, because we feel that this is too short notice for families to arrange childcare. We will close for Christmas on Friday 18th December, but with the slightly early finish as planned. If your child usually comes out at 3.15pm, they will be finishing at **1.45pm**; if they usually finish at 3.30pm, they will be out at **2pm**.

You may also be aware that schools assist in contact tracing, to help in the national effort to limit the spread of coronavirus. The DfE has asked schools to put plans in place to allow enough time after we break up for Christmas, for positive cases to be identified and confirmed by a test, and for relevant contacts to be traced.

We would like to make you aware of the following arrangements regarding positive cases, that are identified at the start of the Christmas holiday (as required by the DfE):

- If a child or staff member tests positive for coronavirus, **having developed symptoms within 48 hours of being in school**, we will have to assist in identifying close contacts and advise self-isolation, as the individual may have been infectious whilst in school.
- Therefore, if your child develops coronavirus symptoms up until **2pm on Sunday 20th December** you will need to notify us via email on [admin@harpurhill.derbyshire.sch.uk](mailto:admin@harpurhill.derbyshire.sch.uk), as soon as possible. You will also need to arrange a coronavirus test.
- Once you have the result of the coronavirus test (whether it is positive or negative), please let us know via email as soon as possible, on the email above. If we know anyone in the school community is waiting for a test result, we will be checking the admin email daily up until Christmas Eve.
- If we do receive notification of a positive test result at the start of the Christmas holiday, we will need to identify children and staff who have had contact with the positive case whilst in school.
- We will notify you via text and email to inform you if your child will need to isolate. You will be sent a standard letter from Public Health informing you what actions you should take.



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- If your child develops coronavirus symptoms **after 2pm on Sunday 20th December**, you will **not** need to contact school. Parents and carers should follow contact tracing instructions provided by NHS Test and Trace.
- If you contact school by email to tell us of a possible case, please be aware that you may not receive an immediate response, as staff will be checking emails periodically throughout the day.

Hopefully we will not have to contact you at the start of the holiday; however, it is necessary to put these plans in place. If we do have to contact you to advise your child to isolate, please follow the advice to protect our families and community.

Thank you in advance for your support in these arrangements.

Yours sincerely

Victoria Giliker  
Headteacher



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