



Ref: ChristmasReportingCovid-19/CTY/wlr

14<sup>th</sup> December 2020

Dear Parents and Carers

## Important Information regarding Christmas and Reporting of Covid-19 Cases

As I am sure, you are aware the Department for Education (DfE) released guidance this week about the potential use of an INSET day on 18<sup>th</sup> December and how schools should support track and trace during the first week of the Christmas holidays.

***Please note we will continue with our previously advised finish date and times.***

Public Health England has agreed a six-day window after the final day of teaching in which schools should remain contactable to assist with contact tracing. This means that, parents and carers, of any children who have tested positive for Covid-19 after the last day of school on Friday 18<sup>th</sup> December, can inform the school so that other close contacts can be advised where necessary.

Can we please emphasise, 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.

School staff will review cases for a limited period each day; you should communicate any positive cases to the school via [info@thegrangeacademy.co.uk](mailto:info@thegrangeacademy.co.uk) and this will be available until 1.00pm on 24<sup>th</sup> December. ***Please note we will monitor this inbox between the hours of 8.00am and 1.00pm each day and any member of the senior leadership team that is 'on-call' will respond as appropriate between these hours. Any cases reported after 1.00pm will be dealt with the following day.*** I am sure you can appreciate the logistics of this and the reliance on school staff that have already worked tirelessly during this period.

We will look to inform parents and carers via a phone call or text message, should students be required to self-isolate, and a general letter outlining the restrictions will be placed on our website.

On the final day of term, Friday 18<sup>th</sup> December, students will remain in their classes or form groups and individual classes / form groups will not have their usual break. This is a further measure to reduce the risk of 'close contacts' during the last day.

If you or your child develops any of the symptoms described by the NHS, no matter how mild, we request that you do not attend school and arrange for a covid-19 test immediately. Main symptom/s are:

- a high temperature
- a new, continuous)
- a loss or change to your sense of smell or taste

Finally, thank you for continuing to follow national guidance on social distancing, no unnecessary travel/contacts and regular hand washing; these measures are in place to support everyone to have a safe and happy Christmas.

Yours sincerely

Mr Critchley  
Principal

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