

St Lawrence CE Primary School  
Preston on the Weald Moors  
Telford, Shropshire  
TF6 6DH  
Tel: 01952 387780  
[A3091@telford.gov.uk](mailto:A3091@telford.gov.uk)



Mrs A Moore  
Head of School

Miss H Osterfield  
Executive Headteacher  
[H3091@telford.gov.uk](mailto:H3091@telford.gov.uk)

**'Being the best we can be with God'**

Monday 14<sup>th</sup> December 2020

Dear Parents and Carers,

### **Christmas Holiday Positive Cases for COVID-19 Procedure**

We alerted you on 9<sup>th</sup> December to the Department for Education and our local authority recommendation that schools should close on 17<sup>th</sup> December and use the 18<sup>th</sup> December as a training day.

The reason for this decision is that Public Health England has agreed a 6 day window after the final day of teaching in which schools 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 school to be traced. Finishing one day earlier ensures that school leaders are not expected to be on call on Christmas Eve.

Chair of Governors, Mr P. Evans, Mrs North, Mrs Moore and myself agreed that we should follow the recommendation and finish the term a day earlier and alerted you to this decision as soon as possible.

Now we are informing you of the important process parents and carers and staff should follow if there is a confirmed positive test for COVID-19 in the Christmas Holidays.

#### **When NOT to contact school**

- Where a pupil or staff member tests positive for coronavirus (COVID-19), **having developed symptoms more than 48 hours since being in school (From Sunday 20<sup>th</sup> December), the school should not be contacted.** Parents and carers should follow contact tracing instructions provided by NHS Test and Trace.

#### **When TO contact school**

- 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 (from end of school on Thursday 17<sup>th</sup> until midnight on Saturday 19<sup>th</sup>)**, the school is asked to assist in identifying close contacts and advising self-isolation, as the individual may have been infectious whilst in school.

Up to and including Wednesday, 23<sup>rd</sup> December you should contact the school via the school email [H3091@taw.org.uk](mailto:H3091@taw.org.uk) or [H3109@taw.org.uk](mailto:H3109@taw.org.uk) to alert us of a positive case, following the guidance above. This email will be monitored at 9am each morning. We will then send out a message on Seesaw to every family whose child has been in contact with the positive case. If you cannot access Seesaw can you please provide up to date contact details by Wednesday 16<sup>th</sup> December so that we can ensure every parent is able to be contacted swiftly.

We also ask that you inform us immediately if your child develops symptoms on either Friday 18<sup>th</sup> or Saturday 19<sup>th</sup> so that we can be on stand-by, even before your child has a COVID-19 test. If we do not receive any notifications from parents/carers over the weekend, we will inform you that we are 'clear' on Tuesday 22<sup>nd</sup> December.

After the 23<sup>rd</sup> December, you should notify the usual national track and trace system. More information can be found at <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/what-your-test-result-means/>

### Changes to the Self-Isolation Period

On Friday 11<sup>th</sup> December the [government announced changes to the self-isolation period](#) for people who are contacts of someone who has tested positive for COVID-19. The new rules come into effect today, Monday 14<sup>th</sup> December, and will apply to those who are currently self-isolating as well as any new cases.

There are two changes:

- The self-isolation period for contacts has been reduced from 14 days to 10 days
- The self-isolation period for contacts will start the day after exposure, whereas this is currently counted from the day of exposure.

Many thanks for your cooperation with this process.

*H. Osterfield*

Helen Osterfield  
Executive Head Teacher

*A Moore*

Alison Moore  
Head of School

*P. Evans*

Paul Evans  
Chair of Governors