



16<sup>th</sup> December 2020

Dear Parents/Carers,

## Christmas Holiday Covid-19 Arrangements

As we prepare for the end of term, we wanted to contact all parents and carers to confirm the Covid-19 reporting arrangements for the Christmas holidays.

The Department for Education published new guidance last week which requires schools to be contactable for the first six days of the holidays to assist in the contact tracing of any confirmed Covid-19 cases within the school.

### What do I need to do (within 48 hours of being in school)?

If your child tests positive for Covid-19, having developed symptoms **within** 48 hours of when they were last in school (Friday 18<sup>th</sup> December to Sunday 20<sup>th</sup> December), you should contact school as soon as possible after receiving the positive test result. If you receive this positive test result before Thursday 24 December, you should report this to school.

To report a positive case, please contact us on the school's new dedicated email address for this: [covidalert@sutton-on-the-forest.n-yorks.sch.uk](mailto:covidalert@sutton-on-the-forest.n-yorks.sch.uk). This will be checked once a day in the morning, up to and including Christmas Eve.

Please include the following information in your email:

- your child's name
- when you received the positive test result
- when your child first began with symptoms (date and time)
- a contact number should the school require any further details

### What do I need to do (after 48 hours of being in school)?

If your child tests positive for Covid-19, having developed symptoms **more than** 48 hours after they were last in school, you **do not** need to report this to school but you should follow the NHS Test & Trace procedures and self-isolation guidance: <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>

**Remember, only individuals who have Covid-19 symptoms should get a test.**

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**Email**  
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**Website**  
[www.suttonontheforestschool.org](http://www.suttonontheforestschool.org)



## What happens if there is a confirmed Covid-19 case at school?

If school receives notification of a positive Covid-19 case before Thursday 24 December, we will follow our usual contact tracing procedures in line with government guidance. We will contact the parents/carers of any students identified as potential contacts by email rather than the usual phone call we would make during term time, which I'm sure you will understand at a time when school is technically closed. Whilst we sincerely hope that we won't need to contact you, we apologise in advance for any disruption this may cause to families over the Christmas break.

## What happens if my child has symptoms or tests positive before the start of the new term?

If your child is self-isolating because they have symptoms, are waiting for a test result, or have tested positive for the virus, please inform school in the usual way at the beginning of term.

If a member of your household or support/Christmas bubble has symptoms, is waiting for a test result, or tests positive, everyone in your household and all bubbles you are part of must self-isolate as per the government guidelines.

## Contact us

If you have any questions, please do not hesitate to contact us. Thank you for your continued understanding and support.

Yours sincerely,

*Helen Pye*

Headteacher