

Dear Parents and Carers,

11<sup>th</sup> December 2020

## COVID 19 - Track and Trace

As we approach the end of term I thought it important that I write to you to explain how things are going to work once we break up.

We've managed exceptionally well this term only having to close one bubble and, not wanting to tempt fate, we're hoping that is the only bubble we will have closed before the end of December. However we need to take precautions just in case this situation changes after we break up from school.

School will finish, as planned, at the end of the day on Friday 18<sup>th</sup> December. After that we still have a responsibility to 'Track and Trace' for a short period of time in case any children or staff members have symptoms up to and including Monday 21<sup>st</sup> December and subsequently test positive.

This means that if your child (or one of our members of staff) has symptoms on Saturday 19<sup>th</sup>, Sunday 20<sup>th</sup> or Monday 21<sup>st</sup> December then they will need to have a test. If this test comes back positive then I must be informed via email so that I can contact Public Health to seek advice and then contact any children's parents or staff members who will be affected by this and have to isolate.

This also applies to anyone who has a test on Saturday 19<sup>th</sup>, Sunday 20<sup>th</sup> or Monday 21<sup>st</sup> December, even if they have no symptoms. Again, if tests taken on any of these days comes back positive, I must be informed.

I will check the school email address ( [tanfieldlea@durhamlearning.net](mailto:tanfieldlea@durhamlearning.net) ) up to Christmas Eve and will do this by 9 a.m. each day to see if I have had any emails from parents or staff, informing me of a positive test result. Please give the email the title '**Positive Test Result**' so I can find it easily amidst the many emails we receive.

The school will only have to act on any positive test results resulting from someone showing symptoms, or positive tests taken without the person having symptoms, up to and including Monday 21<sup>st</sup> December.

The final checking of emails will be by 9 a.m. on Christmas Eve and after that we will not be monitoring the email address as any other possible positive test results will not have to be traced back to our school.

I hope this makes sense.

**It is therefore very important that all parents check their emails every day. I really hope I will not be getting in touch with anyone but, if children or staff do have to isolate I will be informing you of this via email. We all have a responsibility to protect each other and so it's important we all do this.**

Like I say, let's hope that we have a good last week of term. If you have any doubt about your child's fitness next week or any suspicion that they might have symptoms, please do not send your child in. Keep them at home and book a test.

Thank you very much for your support throughout this term. You have followed all guidance and we have really appreciated this.

I hope we can all have a safe and happy Christmas. I hope I'm not in touch with you over the holiday period and look forward to seeing everyone back safely in school in the new year on Monday 4<sup>th</sup> January 2021.

Kind regards,  
Kay Hemmings  
Head Teacher