

## Galleywood Infant School

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



Dear Parents and Carers,

### Change to spring term dates

We have reached the last week of the autumn term and everyone is looking forward to their Christmas and New Year break with the chance to spend some time with families.

I have waited for clarification from Essex, and to speak to Rowen Prigg, Headteacher at St Michael's Junior School before notifying parents of one change to our term dates.

Term ends for both schools on Friday 18<sup>th</sup> December. Some schools are ending the term a day early and taking a non-pupil day on 18<sup>th</sup> December, suggested by the DfE in guidance received last Thursday 10<sup>th</sup> December. Our non-pupil days are planned for 2021 and we know parents have booked holidays around our term dates. We also felt that a week was too short a time frame for parents to arrange childcare if needed.

As there will be increased household mixing over the festive period it is possible that there may be cases within the school community over the break. In order to respond to any information that has come in during the holiday period, undertake planning and make appropriate staffing arrangements, Essex are suggesting that schools take Monday 4<sup>th</sup> January as a remote education day for all pupils.

**Galleywood Infant School and St Michael's CofE Junior school will remain closed on 4<sup>th</sup> January, taking a remote education day, and open for all classes at 8:50am on Tuesday 5<sup>th</sup> January.**

We hope with 3 weeks to arrange childcare this will not inconvenience families. Our teachers will prepare remote learning for Monday 4<sup>th</sup> January, which can of course be completed at any point.

A letter is attached informing parents about the procedure for contact tracing during the Christmas break. Our school will be working with Test and Trace and will continue to contact families between 18<sup>th</sup>-23<sup>rd</sup> December if your child has been in close contact at school with someone who later tests positive for Covid19 during the time that is considered the contagious period (2 days before symptoms are displayed).

I hope that you and your families remain well throughout the Christmas season.

Yours sincerely

Sarah Manning, HT

## Galleywood Infant School



### Information for Parents regarding COVID19 Contact Tracing over the Christmas Holiday period 2020

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

Dear Parents and Carers,

I am writing to clarify the expectations around reporting cases of COVID19 and undertaking contact tracing over the Christmas holiday period.

As you know schools have played a vital role in reducing the spread of COVID19 over the last 9 months. One way in which they have done this is by undertaking contact tracing on behalf of the Essex Contact Tracing team. They identify any individuals who have been in close contact at school with someone who has tested positive for COVID19, during the time that is considered the contagious period. This is from 2 days before the person's symptoms are displayed. Those individuals are then required to self-isolate for 10 days because they are at risk of having contracted COVID19 and being contagious themselves.

This contact tracing will not be taking place in the usual way during the Christmas break when schools are closed and there is less chance of school-based contacts existing.

Please follow the guidance below if your child begins to show symptoms of COVID19 during the Christmas break.

#### **If your child develops symptoms of COVID19 within 48 hours of being in school**

You must seek a test for your child and the household must isolate at home until the test result is returned. You should let your school know that this has occurred.

The quickest way to obtain a test is to book a test at your local testing centre via <https://www.gov.uk/get-coronavirus-test>. Please do not use postal tests unless absolutely necessary as these take longer.

If the test result is positive for COVID19, you must inform your school, who will identify if there are any other individuals within the school community who are impacted by this.

If the test result is negative, you should inform the school and you do not need to take any further action.

You should contact the school on **01245 472686, leaving an answer phone message, or by email [admin@galleywood.essex.sch.uk](mailto:admin@galleywood.essex.sch.uk)**

**You must provide the following: name, class, date of symptoms starting and time/ date of test.**



**If your child develops symptoms of COVID19 more than 48 hours after their last day in school**

You must seek a test for your child and the household must isolate at home until the test result is returned.

If the test result is positive for COVID-19, having developed symptoms more than 48 hours since being in school, (**Monday 21<sup>st</sup> Dec onwards**) you must contact NHS Test and Trace and follow the advice given by them: [www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/](http://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/)

You should contact the school if your child will be absent, in time for the first day of the new term.

**If your child has no symptoms of COVID19 but tests positive within 48 hours of being in school**

It is important to follow the guidance around accessing a test only when the individual is showing signs of COVID19. However, if your child is asymptomatic and returns a positive test result within 48 hours of last being in school, please let the school know straight away.

You should contact the school on **01245 472686, leaving an answer phone message, or by email [admin@galleywood.essex.sch.uk](mailto:admin@galleywood.essex.sch.uk)**

**You must provide the following: name, class, date of symptoms starting and time/ date of test.**

If you are contacted by the school because your child is identified as a close contact of someone who has tested positive for COVID19, they must self-isolate for 10 days.

I would encourage you to adhere to social distancing and all COVID19 social mixing guidance for the remainder of term to reduce the risk of transmission of the virus as the last thing we want is anyone being unwell or required to self-isolate over the holiday period.

Thank you for your cooperation and ongoing support.

Yours sincerely

Sarah Manning