



LO/JT/745
17th December 2020

Dear Parent/Carer

Track and Trace School Holiday Arrangements

The school is required to continue its track and trace process during the start of the holiday period. This is to ensure any students or staff who were in contact with a positive case of coronavirus (COVID-19) during the last week of term, are notified and go into self-isolation. As you can appreciate, this is in the interest of the health and safety of our entire school community and to protect everyone's wider family over the holiday period.

If your child tests positive for coronavirus, and developed their first symptoms up to and including Saturday 19th December, you will need to contact the school so that we can carry out our own track and trace investigation. The school site will be closed during the holiday period, therefore, you will need to contact the school via email: covid@robertsutton.staffs.sch.uk

This reporting arrangement will be in place until 23rd December, after which you should use only the NHS Track and Trace process until the school returns for the Spring term. If your child's symptoms developed after Saturday 19th December then you should only follow contact tracing instructions provided by the NHS Test and Trace, as your child would not have been contagious whilst they were in school.

Any school absence caused by self-isolation does not need to be reported until the first day of the new term.

Should you have to report a case within this timeframe, a staff member will need to call you via telephone to confirm any contact your child had with other students and staff whilst they were in their contagious period.

The school will inform the Parents/Carers of any student that needs to go into self-isolation via text and email.

Where a student or staff member tests positive for coronavirus, 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 the NHS Test and Trace.

We would like all of our students, staff and wider community to have a holiday period unaffected by self-isolation but, unfortunately, coronavirus does not take a break. We therefore ask everyone to be as vigilant as possible in the lead up to the holiday and ensure they are not sending their children into school if they exhibit any coronavirus symptoms. If you are in doubt about whether your child has symptoms, and needs to be tested, please contact 119 for their advice.

Kind regards

Laura O'Leary
Acting Headteacher



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