



Tudor Grange Primary Academy
Meon Vale

10th December 2020

Dear Parent / Carer

As you may already be aware, the DfE published guidance this week outlining expectations for contact tracing at the end of term. The DfE has requested that school leaders remain on call for six days after the end of term to support with contact tracing of positive cases so that we are keeping everyone as safe as possible. They have also allowed schools the option to take the 18th December as an INSET day to support leaders (by reducing the days that contact tracing is required into the Christmas holidays).

I have made the decision that we will take an INSET day on Friday 18th December, therefore our last day of term will be Thursday 17th December (usual school hours).

Should your son/daughter develop any known COVID symptoms or receive a positive test over the holidays please follow the below guidance:

Arrangements regarding positive cases in the holidays

Please read these instructions carefully:

If your child develops symptoms any time before 4pm on Sunday 20th December (48 hours after last attending school) **and** they test positive for coronavirus (COVID-19), you must report this to the following email address meonvale@tgacademy.org.uk as soon as possible so that we can identify close contacts as the individual may have been infectious whilst in school.

It would be most helpful if you can give us the following details in the email:

- Full name of your child and the year group they are in
- The date and time they first developed symptoms and the nature of the symptoms shown
- The date and time that the test was taken and the date and time that the positive result was received
- A list of students / staff that your child believes they have been in close contact with at school. We will use this list, as well as information from seating plans to compile a list of students who will need to self-isolate due to being a close contact. The below information will help you / your child to identify close contacts:
 - The period that needs to be considered for close contacts is the 48 hours prior to symptoms starting or 48 hours prior to a positive test if students are asymptomatic.
 - A close contact would be anyone who has been within 2m for more than 15 mins or anyone who has been within 1m (face to face) for more than one min
 - We will review seating plans for all classes in the 48-hour period
- A contact telephone number so that we can speak to you about any queries we have



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We will email the parents / carers of all close contacts with details of any instructions to self-isolate. You must therefore ensure that the email address we have for you is monitored at least once daily. This will be a standard letter containing Public Health England guidance. If you have any queries about the content of the letter than you should direct them to the regional public health team (West Midlands East). Contact details are [here](#).

For anyone that test positive after 6 days after teaching ends, having developed symptoms within 48 hours of being in school, the school is asked to assist in identifying close contacts advising self-isolation, therefore please notify us of any positive cases within this time frame.

We will check the contact email between the hours of 3pm to 4pm each day and we will complete a final check at 4pm on Wednesday 23rd December.

Where a student tests positive for coronavirus (COVID-19), having developed symptoms more than 48 hours since being in school (after 4pm on Saturday 19th December), parents and carers should follow contact tracing instructions provided by NHS Test and Trace. You do not need to contact the school for these cases.

Return to school in January

We return to school on Tuesday 5th January 2021. If your child is still self-isolating due to a positive test or due to being identified as a close contact of a positive case, then please inform us of their absence following the normal procedures.

Final week of term

We are trying to make the last week of term as fun as possible to make it special for all children. Our nativity play and carol singing activities will be sent out next week and I have heard a rumour that Santa is visiting on Friday (11th December).

We will, of course, keep you updated of any further COVID cases within the community before the end of term.

If you have any specific questions that you want us to address then please email on agreen@redditch.tgacademy.org.uk

Thank you for your ongoing support.

Yours sincerely

Mrs Jodie Bolter
Principal Tudor Grange Primary Academy Meon Vale