**Important information about Track and Trace and the start of term.**

Dear Parents, and Carers,

Thank you for your support throughout the term. Working together to respond to the impacts of the COVID-19 pandemic has helped us keep our community safe. As the Autumn Term comes to an end, we are asking you to help us continue to keep pupils and families safe over the Christmas holidays.

**This letter will cover:**

School contact tracing over the holidays and what you need to do

What to do if your child or family member gets symptoms or tests positive over the holidays

1     **School contact tracing over the Winter Holidays**

When a pupil or staff member tests positive for coronavirus (COVID-19), we carefully review who they have been in close contact with while at school so that contacts can self-isolate as they monitor for symptoms.

The Department for Education has confirmed that schools must continue to support contact tracing for 6 days after the end of term. This is so that we can identify any close contacts of positive cases who were in school while infectious and where test results come back after the end of term. Our school will be closed and the staff will be on holiday so the senior leadership team will be responding to any updates received from families or staff members.

* If anyone in your home develops symptoms of COVID-19, they should get tested. This link helps you book a test at a government test centre: <https://www.gov.uk/get-coronavirus-test>
* They should remain at home for the 10-day self-isolation period. This is to stop the spread of the coronavirus.
* No one else needs to get tested unless they have symptoms of COVID-19.
* This link has useful information on self-isolation: <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>

If your child gets a positive COVID-19 test result between **19th December to 24th December**, please can you complete the form using the link below:

<https://forms.office.com/Pages/ResponsePage.aspx?id=HCBDF7GBoEOqWbJW_OwBUTGED5ITpzpOkOuoPCxf-gBUQzNaSEs1SUJMRjFRTkZVT00yRFM3T0pJRy4u>

On this form you will be asked to let us know:

* Date Symptoms Started
* Date of Positive Test Result
* Date last in school
* Details of close contacts in school

If we receive any updates of a positive case for pupils or staff members that would mean your child was a direct contact – we will communicate with you by email and text. This will provide you with the following information:

* Date of contact
* Start and end date of self-isolation

2.     **What to do if your child or family member gets symptoms or tests positive** between **25th December and 3rd January**

* If your child gets symptoms or tests positive between **25th December and 3rd January** – ensure you follow the NHS Test and Trace guidance to minimise the spread of COVID-19 coronavirus.
* Provide details of close contacts to NHS Track and Trace as requested
* They should remain at home for the 10-day self-isolation period. This is to stop the spread of the coronavirus.
* No one else needs to get tested unless they have symptoms of COVID-19.

After the Christmas break we will still be teaching in Year Group bubbles in order to protect against coronavirus. This means that all protocols will be in place including the use of masks, different entrance and exit points for each year group and the year group will still be taught in a bubble. We are however, planning to increase the amount of practical teaching which means that students will be accessing more specialist rooms for Art, DT and Performing Arts.

**4th - 8th January 2021**

* Y11 and key worker students

To ensure that we are able to work with students on reminding them of the importance of the health and safety rules, we will have a staggered start to the first day.

**11th January 2021: All students**

* 8:30am – Years 7 and 8
* 10:00am - Year 9
* 11:00am - Year 10

This schedule will allow us to have socially distanced assemblies and briefings on the importance of following the health and safety systems that are in place and that our students can begin their new term in the safest way possible.

Yours faithfully



Gina Newton

Headteacher