

Wednesday 16th December

Dear parents/carers,

RE: St Ursula's track and trace over the Christmas break

As you are aware, schools play an important role in contact tracing to help in the national effort to limit the spread of COVID-19.

Public Health England (PHE) has asked schools to remain contactable so that they can assist with contact tracing (if necessary) for six-days after the final day of teaching. This means schools are 'on call' up to and including Wednesday 23rd December.

Public Health England have advised that, beyond six-days after the final day of teaching, schools will not be asked to play a role in contact tracing until the spring term begins on Monday 4th January 2021.

Below are answers to some possible questions you may have:

What should I do if my daughter tests positive for COVID-19 after the end of term?

If your daughter receives a positive test result for Covid-19 up to and including Wednesday 23rd December, you must contact the school via this email address: covid@stursulas.com

Do not contact the school via telephone or via the Admin email. It is only the covid@stursulas.com email that will be monitored during the first six days of the holidays.

What happens if my daughter tests positive for COVID-19 after Wednesday 23rd December?

If your daughter tests positive after this date, you do not need to inform the school. This is because she will have not attended school for 6 days. The national track and trace programme will identify her close contacts after this date.

What will happen if my daughter is identified as being close contact of someone who receives a positive COVID-19 test result in the six day period that schools are responsible for track and trace?

If your daughter is identified as a close contact, we will send you an email via Edulink instructing her to isolate. During this isolation period, she must not leave her home or come into contact with anyone outside of your household. The letter will state the date that she can return to normal activities.

The latest we will contact you to inform you that your daughter needs to isolate is Wednesday 23rd December 2020.

What do I do if my daughter is unable to return to school on Monday 4th January because she has to isolate?

Please telephone the school on Monday 4th January to report that your daughter will be absent from school. We will ask you to send in confirmation that she needs to isolate. We will then ensure that she receives remote work whilst isolating.

Please keep this letter safe so that you are able to refer to it should you need any advice over the Christmas break.

Please let me take this opportunity to wish you and your families a safe and peaceful Christmas.