



# St. Alban & St. Stephen Catholic Primary School

Executive Headteacher: Miss C McFlynn

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Head of School: Mrs A Porter



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Thursday 10<sup>th</sup> December 2020

Dear Parents and Carers,

## **Re: Half Day School Closure on Friday 18<sup>th</sup> December 2020**

The Department for Education informed schools on Tuesday 8<sup>th</sup> December that Public Health England has agreed a 6 day window AFTER the final day of teaching, in which schools are asked to remain contactable so they can assist with contact tracing where necessary. This will allow enough time for positive coronavirus (COVID-19) cases to be identified and confirmed by a test, and for relevant contacts in the school to be traced.

For St Alban & St Stephen Catholic Primary School & Nursery this would mean that some staff would have to work on Christmas Eve. Schools have therefore been given the option to close a day early so that school staff do not have to work on Christmas Eve.

We are therefore writing to inform you that the school will be closing half a day earlier than planned. Autumn Term will end on **Thursday 17<sup>th</sup> December 2020 at 3:20pm** (After School Club will continue to run as normal on this day, until 6pm).

The following advice has been provided to schools by Public Health England:

- *Where a pupil or staff member tests positive for coronavirus (COVID-19), 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 NHS Test and Trace.*
- *For the first 6 days after teaching ends, if a pupil or staff member tests positive for coronavirus (COVID-19), having developed symptoms **within 48 hours** of being in school, **the school is asked to assist in identifying close contacts** and advising self-isolation, as the individual may have been infectious whilst in school.*
- *School staff are not asked to remain on-call or conduct any contact tracing more than 6 days after the final day of teaching. Where a schools last teaching day is on Thursday 17 December, there should be no pupil contact tracing asks beyond Wednesday 23 December.*

### **What does this mean for you?**

If your child develops symptoms and subsequently tests positive for Coronavirus **within 48 hours** of being in school, we ask that you contact the school as soon as possible, up until and including, **Wednesday 23<sup>rd</sup> December 2020**, using our new Covid-19 email address:

[Covid19@ssas.herts.sch.uk](mailto:Covid19@ssas.herts.sch.uk)

Please do not use the Office email address as this will not be manned during the Christmas period after Thursday 17<sup>th</sup> December 2020.

If your child develops symptoms and subsequently tests positive for Coronavirus **after 48 hours** of being in school please follow the NHS Test and Trace instructions.

**What will the school do?**

If the school is informed about any child/staff member who has been in contact with your child, who develops symptoms and tests positive for Coronavirus, within 48 hours of being in school, you will be contacted by the school via SchoolComms and advised to self-isolate.

**What Remote Learning will be provided for the morning of Friday 18<sup>th</sup> December?**

All teachers will set research work related to next term's learning for the morning of Friday 18<sup>th</sup> December. This will be communicated via Tapestry (Nursery & Reception) and SchoolComms (Years 1-6). You may choose when you ask your child to complete this work and it can be brought into school after the Christmas break.

We appreciate this is short notice for parents but we are sure that you will want to support the staff to enjoy Christmas with their families where possible.

May we take this opportunity to thank you all for your continued support throughout this difficult time and wish you a peaceful and holy Christmas.

Yours faithfully,

Miss C. McFlynn  
Executive Head Teacher

Mrs C Moore  
Head of School

Mrs A Porter  
Head of School