



16 December 2020

Dear Parents and Carers,

On behalf of all staff I wish to thank you for your full support with the many changes to arrangements we have had to make, in line with DfE guidance, over the course of this year; we are hugely grateful to you. Working together in partnership has ensured that our children and school community are as safe as possible and the risk of Covid infection is reduced. In preparation for the end of term and over the course of the school holidays I wish to remind you of our arrangements.

## **Last day of Term - Friday 18 December 2020**

Children will finish school for the Christmas break following afternoon registration. Please collect your child according to our staggered exit schedule via your child's usual departure gate.

Year 6: 12:50

Year 5: 1:00

Year 4: 1:10

Year 3: 1:20

Children are to return to school after the Christmas holidays on Tuesday January 5<sup>th</sup> 2021

## **Department for Education guidance**

During the Christmas break it is important that we all get to relax and enjoy the time with our families, but to do so as safely as possible by adhering to government guidance. At the time of writing we are in Tier 2 and this requires that we must not meet, indoors or outdoors, in a group of more than six people - this limit includes children of any age. Please remember that it remains essential for children to avoid mixing their bubbles outside of school grounds in order to minimise the possible spread of coronavirus. The Department for Education recommend that we share this information with you regarding all our responsibilities for reporting positive cases during the Christmas holidays:

- Where a pupil or member of staff tests positive for coronavirus, having not developed symptoms more than 48 hours since being in school, **the school should not be contacted**. Parents and carers must 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.

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[www.hook-jun.hants.sch.uk](http://www.hook-jun.hants.sch.uk)



- School staff are not asked to remain on-call or conduct any contact tracing more than 6 days after the final day of teaching. For the first 6 days after the end of term, schools are not asked to be on-call at all times. Staff responsible for contact tracing may designate a limited period in the day to receive notification of positive cases and advise close contacts to self-isolate (this can be done by text or email). The Department for Education coronavirus (COVID-19) helpline and PHE advice service are available to support the school with any queries we have about positive cases.
- Where pupils are required to self-isolate due to contact with a positive case after the first 6 days following the end of term, schools do not need to be informed about their absence until the first day of the new term.

## Christmas holidays – reporting a case of coronavirus – Steps to Take

In light of this information, we kindly request that you abide by the following steps during the Christmas holidays, to make sure we can continue to help stop the spread of the virus across this festive period. This is what we need you to do:

1. If your child, you or a member of your class bubble displays symptoms you must get a test immediately.
2. If positive, contact Test and Trace and share with all your “close contacts”, as defined by Public Health England below:

*‘A contact is a person who has been close to someone who has tested positive for COVID-19 with a PCR test. You can be a contact anytime from 2 days before the person who tested positive developed their symptoms, and up to 10 days after, as this is when they can pass the infection on to others.*

*A contact can be:*

- *anyone who lives in the same household as someone with COVID-19 symptoms or who has tested positive for COVID-19*
- *anyone who has had any of the following types of contact with someone who has tested positive for COVID-19 with a PCR test:*
  - *face-to-face contact including being coughed on or having a face-to-face conversation within one metre*
  - *skin-to-skin physical contact for any length of time*
  - *been within one metre for one minute or longer without face-to-face contact*
  - *sexual contacts*
  - *been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)*
  - *travelled in the same vehicle or a plane’*

3. Please email [adminoffice@hook-jun.hants.sch.uk](mailto:adminoffice@hook-jun.hants.sch.uk) if you are going to have a test and then send a further email to inform us of the result. Please use a subject line of "COVID-19 Test" and clearly state your name, your child's name and their class. The school email will be checked regularly. If we have received any positive reported cases then a text message and email message will be sent to families to inform you of the action to take to reduce the spread of the virus. Our last day at school will be Friday 18th December, the last day that you will be contacted will be Thursday 24th December. Please continue to advise us of any positive cases via the same email address until we return to school on Tuesday 5th January 2021.

I hope this process is clear and that by sharing this information, it will help us continue to work together and reduce the spread of the virus.

If you have any questions, then please do not hesitate to get in contact with us. We thank you in advance for your continued support to keep our school community safe and able to enjoy a virus-free Christmas with our families.

Yours sincerely

A handwritten signature in black ink, appearing to read 'L Martin', is written over a light grey grid background. The signature is cursive and includes a horizontal line underneath the name.

Mrs L Martin  
Headteacher