



Hazelwick School

An Academy

Headteacher: Ms A Fearon BA (Hons) MA NPQH

Chair of Governors: Mrs R Bowron

Dear Parent/Carer,

I am writing to let you know that yesterday afternoon the DfE emailed schools about end of term arrangements with regard to contact tracing at the beginning of the Christmas break.

Public Health England has established a 6 day window from the final day of teaching in which schools are asked to remain contactable so that they can assist with contact tracing where necessary. This 6 day window will allow enough time for positive coronavirus (Covid-19) cases to be identified and confirmed by a test and for relevant contacts in the education setting to be traced. The DfE and PHE are clear that beyond 6 days after the final day of teaching, school staff are not asked to play a role in any contact tracing. It is also likely that the need to support the tracing process will reduce dramatically over the course of the 6 days as the majority of cases should be identified earlier in the week.

The DfE states that “in order to ensure that staff get the time off they need and deserve, schools may wish to use an INSET day, making Friday 18th December a non-teaching day and using the day for staff training, which could be delivered online.” They also request that I make you aware of the following information regarding positive cases in the holidays:

- Where a student 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 student 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 school's last teaching day is on Thursday 17th December, there should be no student contact tracing requests beyond Wednesday 23rd December.

In light of this information from the DfE, we have decided to take the following actions:

- Friday, 18th December will be an INSET day. Students are not required to be in school on this date. The last day of term will be Thursday 17th December and the end of the school day will be 3.00pm as normal.
- If a student tests positive for coronavirus (Covid-19) within 48 hours of having been in school, please contact us using the email below:

contact.tracing@hazelwick.org.uk

As a minimum, please give your name, the student's name, the date of their first symptoms and the date of their positive test result.

- Where students are required to self-isolate due to a contact with a positive case after the first 6 days following the end of term, you do not need to inform us of their absence until the first day of the new term, in our case Monday 4th January.

- If we receive notification of a positive test result we may need to contact you by phone during the period up to and including Wednesday 23rd December in order to complete a risk assessment.

- If we need to advise to your daughter/son to self-isolate following a risk-assessment, we will contact you by phone, wherever possible, and by email if we are unable to make contact by phone.

Once again, I would like to thank you for your continued support during these challenging times.

All good wishes,

Ms A Fearon

Headteacher