



14 December 2020

Dear Parents/Carers

The Department of Education has contacted all schools to inform them of the need to continue to provide Track and Trace support for a six-day window from the final day of term. 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 education setting to be traced.

As staff will be having a well-deserved rest over the holiday period our telephone and office email system will not be manned. Therefore, if your child has tested positive, and had symptoms that began **before 20 December** then please email the relevant Assistant Headteacher, using the following email addresses:

- Mrs Maxwell in Years 7 to 11 ([rmaxwe@saintolaves.net](mailto:rmaxwe@saintolaves.net))
- Mr Birtchnell in the Sixth Form ([mbirtchnell@saintolaves.net](mailto:mbirtchnell@saintolaves.net))

In your message please note your child's name, their form, the date of the test and the date their symptoms began. If there is a positive case the Assistant Head will then send a message to students via their school email address and also Teams stating they should self-isolate for the given period of time. Parents and carers should follow contact tracing instructions provided by NHS Test and Trace.

Please note if your child tests positive for coronavirus (COVID-19), having developed symptoms more than 48 hours since being in school (20 December or later), the school can still be contacted but no further action will be needed. If your child is self-isolating as term starts in January please let us know on the attendance email, so that we can provide online learning for your child.

It is very unfortunate that the timing of this information has been shared so late with schools. However, I was pleased to note that in their message the DfE acknowledged the hard work of school staff: "We know that school and further education leaders, teachers and staff, as well as nurseries and childminders, have worked tirelessly over the last term. This has included their important role in contact tracing, to help in the national effort to limit the spread of the virus. We are aware that this has led to additional work over weekends and holidays and we are incredibly grateful for this."

Thank you for your continued support and I hope that I do not have to contact you over the Christmas period.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Andrew Rees'.

Andrew Rees  
Headteacher