



Wednesday 9th December 2020

End of Term

Dear Parent / Carer

Yesterday, the Government updated its guidance for schools regarding the end of term and the role of schools in supporting the Covid-19 track and trace process. The guidance states:

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.

Public Health England has agreed a 6 day window after the final day of teaching in which schools and further education providers 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 education setting to be traced. We are clear that beyond 6 days after the final day of teaching, school and further education staff are not asked to play a role in any contact tracing.

To ensure that staff get the time off they need and deserve, schools may wish to use an INSET day, making Friday 18 December a non-teaching day and using the day for staff training, which could be delivered online. Where term would normally finish in the week commencing 21 December, schools may wish to consider adjusting term dates to make Friday 18 December the last day of term (which could be an INSET day), and bringing forward the start of term in January by the same number of days.

We recognise this communication has arrived with schools late in the term but would ask schools to be as helpful to parents as they can by sharing any changes to end of term arrangements as soon as possible, particularly where schools choose to make Friday 18 December a non-teaching day.

The government has asked that schools ensure staff, parents and carers are aware of the following information and relevant arrangements regarding positive cases in the holidays:

- **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.

- During the first 6 days after the end of term, school staff responsible for contact tracing are advised to designate a limited period in the day to receive notification of positive cases and to advise close contacts to self-isolate.

As such, at Cloudside Academy, the last day of term for pupils will be Thursday 17th December. After this date, to notify us of a positive Covid-19 test result, please email info@cloudsideacademy.co.uk or message via school gateway. Please ensure you contact us between 8am and 5pm. When contacting us please provide the following information.

- name of pupil / staff member
- date symptoms started
- date of positive test result
- date last in the academy.

This system is in place from Friday 18th December to Wednesday 23rd December only.

Where pupils are required to self-isolate due to contact with a positive case after Wednesday 23rd December, you do not need to inform us about their absence until the first day of the new term which is Monday 4th January 2021.

TREAT AFTERNOON – will now take place on Thursday 17th December 2020.

We appreciate that this is short notice but we are acting on the advice of the government and directions from the Trust.

We would like to thank you for your understanding and ongoing support, and if you require any further information, please do not hesitate to contact us.

Yours sincerely

**SUSAN WASS
HEAD OF SCHOOL**

