

16th December 2020

Dear Parent/Carer

COVID-19 TRACKING OVER THE CHRISTMAS BREAK

You may have seen in the media the Department for Education's (DfE) announcement that schools are permitted to make Friday 18th December a 'non-teaching' day. As Corby Technical School had already planned an INSET day in the calendar this will not affect our students or staff. Therefore, this means our last day of term for pupils will remain Thursday 17th December and Friday 18th December is a 'non-teaching' day.

We would also like to inform you of the DfE guidance regarding contact tracing after school ends some detail regarding the school's arrangements over the holidays:

Extract from DfE guidance (December 2020)

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 school's last teaching day is on Thursday 17 December, there should be no pupil contact tracing asks beyond Wednesday 23 December.

Corby Technical School arrangements if your child tests positive over the holidays:

If your child tests positive, please inform the school immediately using our enquiries e-mail address (enquiries@corbytechnicalschool.org). We have provided some guidance below:

- If your child tests positive between **Friday 18th December** and **Sunday 20th December** please contact us as we will have to notify any staff/students who may be considered a close contact and advise them of the self-isolation period. The enquiries mailbox will be monitored during working hours (8am until 4pm).
- If your child tests positive from **Monday 21st December** to **Wednesday 23rd December** please inform us as soon as possible. It is unlikely that we will need to contact anyone but we will want to check. However, if this is a late result due to delays in testing we would still need to trace our close contacts. The enquiries mailbox will be monitored during working hours (8am until 4pm).
- From **December 24th** until students return on **Tuesday 5th January** we would still like to be informed of any positive cases, please use our enquiries e-mail. Non-urgent replies will be dealt with on Monday 4th January.

To ensure these arrangements work effectively and minimise the risk of compromising families' Christmas break, please adhere to the following:

- Seek tests via testing centres rather than via postal tests as this can delay confirmation of results. From test centres results are normally forthcoming in 24 hours.
- Notify school if children have symptoms after schools close (using the contact details above).
- When waiting for a test result, remember it is advisable to take necessary steps whilst awaiting confirmation

If there is anything you are at all unsure about, please contact the school before the end of term for clarification.

We are hoping that you all manage to have a safe and enjoyable Christmas, the best we can during these circumstances.

Yours sincerely,

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

Mrs A Reynolds
Principal