

Friday 18 December 2020

Dear Parents and Carers,

Important Information for the Christmas holiday

First, I sincerely hope that you all have a safe and happy Christmas break. At the risk of spreading doom and gloom on all of your festivities, I have to make sure that the correct procedures are in place if any of our staff or pupils test positive for Covid-19.

Please take the following action if your child tests positive:

- If they develop symptoms 48 hours or more after being in school, then you do **not** need to contact the school. You should follow the instructions provided by NHS Test and Trace. For example, if they are in school right up until Friday 18 December and their symptoms do not start until Monday 21 December, then you would not need to contact the school, as there would be no impact on anyone else in school.
- If they develop symptoms within 48 hours of being in school, for example on Saturday 19 or Sunday 20 December, then please contact me as soon as possible by email on the following address.

rrobinson9nr7@nsix.org.uk

I will be checking my emails daily and I will need to know the following information:

Name and class of your child

Maths group of your child (Year 6 only)

Date symptoms started

Date of test

Case reference number (if known)

Last day your child was in school

This information will help me when I contact the Department of Education and the Norfolk Outbreak Management Centre. It will also help me to identify close contacts and enable me to advise the relevant people of the need to self-isolate.

I will use our usual forms of communication (app and email) to inform you of any positive cases.

Fingers crossed that we will not need to do this at any time! However, I will be available on the above email address throughout the holiday if you need clarification of anything.

Merry Christmas and a Happy New Year.

Mrs Robinson

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