

THE
NEW GUILD
TRUST



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Friday, 11th December, 2020

Dear Parents and Carers,

The DfE (Department for Education) has issued guidance to schools regarding the process that schools should follow for Covid-19 cases over the Christmas holiday period. Following this government guidance, the school will **now be closed on Friday, 18th December, 2020.**

Summary of the guidance for reporting Covid-19 positive cases to school from the end of term:

Parents and carers should:

- Email school only if your child has developed symptoms within 48 hours of last attending school. (Before Sunday 20th December).
- For the first 6 days after teaching ends (up to and including Wednesday 23rd December) If a child or staff member tests positive then schools are asked to continue to support Public Health England with tracking and tracing to identify close contacts and advise self-isolation.
- We will contact you by letter via text if your child is identified as a contact. (not after 23rd December)
- To report a case to us you should email the school office and we will be in touch as soon as possible.
- Should symptoms develop after 48 hours of last attending school, (after Sunday, 20th December, 2020) do not contact school – get tested and NHS Track and Trace will provide all the support you need.
- Please email on Monday 4th January if your child or anyone in your household has symptoms or has tested positive over the Christmas break, after 23rd December, 2020.

Thank you again for your on-going support and understanding during this difficult time for everyone.

Yours sincerely,

Dr Ralf Müller

Headteacher.