

9th December 2020

Dear Parents/Carers,

Re: Change to end of term and arrangements and COVID-19 contact tracing over Christmas

We received notification from the Department for Education on Tuesday 8th December that schools may make **Friday 18th December an INSET day**. This is to reduce the number of days over the Christmas period that school staff need to be available to support COVID-19 contact tracing should new cases emerge. Beyond 6 days after the final day of teaching, school staff are not asked to play a role in contact tracing and therefore, families will not need to be contacted by the school and have their holiday disrupted.

Given that Friday 18th was already scheduled to be a half-day with school ending at 12 pm, with the support of the Chair of Governors, we are designating **Friday 18th December an INSET day** and pupils will not be on site.

I appreciate that this has come at short notice as a result of the timing of the DfE announcement, but on balance we feel it is right that families have a chance to switch off from school at Christmas, and also that staff are able to have a rest at the end of a challenging term.

Contact tracing over Christmas

We have been very fortunate to have had just one confirmed case in our school community to date, however, there is no room for complacency. We need to remain constantly vigilant to do all we can to prevent any further spread of the infection.

If any of your children who attend Compass School test positive for COVID-19 over the Christmas holidays, please refer to the guidance below, and if appropriate, let us know by emailing info@compass-schools.com.

- Up until Wednesday 23rd December, if a pupil or staff member tests positive for COVID-19, *having developed symptoms on Friday 18th or Saturday 19th December*, you should email the school, which will then assist in identifying close contacts and advising self-isolation for 14 days, as the individual may have been infectious whilst in school.
- If a pupil or staff member tests positive for COVID-19, having developed symptoms more than 48 hours since being in school (*i.e. from Saturday evening 19th Dec*), you should follow contact tracing instructions provided by NHS Test and Trace. You do not need to email the school.
- If your child is required to self-isolate due to contact with a positive case *after the 23rd December*, you do not need to inform the school about their absence until the first day of the new term.
- School staff are not asked to remain on-call or conduct any contact tracing beyond Wednesday 23rd December.

I appreciate the guidance can at times seem complex and I've tried to ensure it is as clear as possible. For more information regarding COVID-19 please visit <https://www.nhs.uk/conditions/coronavirus-covid-19/> or [Download the NHS COVID-19 app](#).

Wishing you and your family a merry Christmas and happy and safe new year.

Yours faithfully,

A handwritten signature in black ink, appearing to be 'Marcus Huntley', with a long horizontal stroke extending to the right.

Marcus Huntley
Principal