

Dear Parents/Carers

Covid-19 over the Christmas holidays. In preparation for the forthcoming holiday, I wanted to set out the procedures in place to safeguard you and our community.

When to Contact us:

- **If you/your child has any symptoms – cough, temperature, or change in taste/smell - you must arrange a test.** Call 119 or visit: nhs.uk/ask-for-a-coronavirus-test. Your household must isolate until a negative test result has been received.
- **If you/your child/another family member tests positive before we break up on the 18th December 2020:** the whole household must remain in isolation. Please contact school by email: admin@offwell-primary.devon.sch.uk
- **If a child or member of staff develops symptoms within two days / 48 hours after the end of term** (over the weekend of 19th, 20th December), they must isolate and get a test. If the result is positive, you must contact school via head@offwell-primary.devon.sch.uk as soon as possible. **As results may be delayed, you can do this during the 6 days up to and including 10am on Christmas Eve. I will check my email inbox at 10 am every day.**
- **If your child or a member of staff tests positive,** in case they were infectious while in school, it will be necessary to notify all other parents/carers of pupils and staff in the associated bubble, in order to isolate, in case symptoms develop, **so it is possible you will be contacted.**
- **If any isolation period extends into the new term – starting Wednesday 6th January 2021** - then you will need to let school know by emailing us at admin@offwell-primary.devon.sch.uk from **08:00hrs, Tuesday, 5th January 2021 (a non-pupil day)**. We may then contact you for further information. We would also like to know of any positive test results for our pupils, even during the period when we are not undertaking contact tracing.

When NOT to contact us:

- Where a pupil or staff member tests positive for coronavirus (COVID-19), having developed symptoms **more than 48 hours since being in school**, you do not have to contact school as we will not be contact tracing. Parents and carers should follow contact tracing instructions provided by **NHS Test and Trace**. However, we would like to know if a child of Offwell School tests positive at any time. If this is the case please email admin@offwell-primary.devon.sch.uk
- School staff are **not** asked to remain on-call or conduct any contact tracing more than 6 days after the final day of teaching. Our last teaching day is on Friday 18th December, therefore, there will be **no pupil contact tracing beyond Thursday 24th December**
- Where pupils are required to self-isolate due to contact with a positive case **after the first 6 days** following the end of term, **school does NOT need to be informed about their absence until the first day of the new term** but please email on the non-pupil day or before if you can.
- **If your child tests positive during the holiday, from 24th December 2020 to 4th January 2021** You must follow Public Health England (PHE) guidance and isolate. Call 111 for medical advice if concerned, or 999 in a medical emergency.

Thank you for your continued adherence to Covid-safe practices, to ensure that as few people as possible will need to isolate for 10 days over the Christmas period, and that the infection is not passed on to other households, with impact on their health in January. We can only stop this by acting together, even if we must stay apart for now.

With best wishes for a Covid-free Christmas and a vaccinated New Year!

Lorna Legg and all at Offwell.