

# ST MARK'S CE PRIMARY SCHOOL

Headteacher: Ms Laura Kelsey BA (Hons), PGCE, CEPQH



Dear Parents/Carers,

## Managing contact tracing for Covid over Christmas

We, at St. Mark's, will still be responsible for contact tracing in the case of a positive Covid test for 6 days after the last day at school. This takes us until the 24<sup>th</sup> December 2020.

If your child/ren develop symptoms **within 48 hours of the last time they were in school** and then **test positive for Covid 19**, please contact me on [head@st-marks.w-sussex.sch.uk](mailto:head@st-marks.w-sussex.sch.uk) as soon as possible. This will allow me to contact any close contacts in school to advise them to self-isolate.

If we receive a positive case during the holidays and need to advise your child/ren to self-isolate, we will email you via parentmail so please continue to read these.

Hopefully we will not need to use this system but wanted to let you know what to do if the need arises.

You may have seen in the news that the DfE has said we could reallocate one of our INSET days to Friday 18<sup>th</sup> December. We have decided not to do this as it is such short notice and we have already informed you of all the INSET days for the year and some of you have planned holidays around this. **This means the last day of term will still be Friday 18<sup>th</sup> December and the school will finish at normal time.**

Kind regards,

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

Laura Kelsey  
Headteacher

