

Edward Peake C of E (VC) Middle School

Federation Headteacher: Miss Z J Linington

Potton Road, Biggleswade, Bedfordshire. SG18 0EJ

Tel: 01767 314562

E-mail: info@edwardpeake.beds.sch.uk

Web: <http://www.edwardpeake.beds.sch.uk>



10 December 2020

Dear Parents/Carers

RE: INSET Days and COVID Contact Tracing at Christmas

INSET Days

There has been much speculation in the media over recent days as to whether schools intend to close a day early for INSET before the Christmas break.

Firstly, to provide clarity and reassurance, it is **not** our intention to close a day early. We are aware that last minute changes to school dates and therefore working patterns for our parents would be very inconvenient, in addition to the training arrangements already arranged for teachers on the INSET day in January.

Our school will remain open on Friday 18 December to all pupils. We will also continue to have our planned INSET Day on Monday 4 January; school will remain closed to all pupils on this date.

COVID and Contact Tracing at Christmas

This week Headteachers across the country have received a request from The Department for Education to remain contactable at the beginning of the Christmas period, essentially on call, to support the Track and Trace process. As leaders of schools we are prepared to assist our communities throughout this time and will continue to be contactable for the purpose of supporting our pupils and their families.

The Christmas break presents us with the difficulty of potentially having to contact our families up to 3 days after our last day (18 December). If a member of our school community develops symptoms on the 19 or 20 December and then tests positive, we will aim to get in touch with the close contacts from school and instruct a 14 day isolation period.

As I am sure you can appreciate, this is a difficult situation for anyone to be in. We wish all of our families the best Christmas possible and hope no one has to isolate during this time. This isolation period could also apply to our staff who so greatly deserve a break after their tremendous efforts this year. To support this, it is vital that all families continue to respect and follow the current restrictions in place for us, in Tier 2.

If we do have to contact you regarding the need to isolate, we can only apologise in advance for being the bearer of bad news.



If your child develops symptoms up to and including the 20 December, please book a test as soon as possible and then if a positive COVID 19 result is received, please contact us at the earliest possible opportunity through a new dedicated email address:

trackandtrace@edwardpeake.beds.sch.uk

This email address will be monitored daily during the initial three day period of the school holiday, allowing us to keep each other informed and notify all other contacts if they have been in close proximity to anyone who may have tested positive.

There will be an automatic reply to the email which will provide further information regarding next steps. Should you need to contact the trackandtrace@edwardpeake.beds.sch.uk email address, please take the time to read and respond to the request within the reply, as necessary.

In the event of a positive case being reported from a member of our immediate school community, notification will be sent to all families via SchoolComms. This message will instruct close contacts to isolate immediately as well as the date on which your isolation can end. We appreciate that this is a difficult time for everyone.

Date	Action
Between Monday 14 – Friday 18 December	Contact Edward Peake using the usual methods: Email: info@edwardpeake.beds.sch.uk Tel: 01767314562
Saturday 19 December	Email: trackandtrace@edwardpeake.beds.sch.uk
Sunday 20 December	Email: trackandtrace@edwardpeake.beds.sch.uk
Monday 21 December or after	No contact tracing required - the positive case has not been in school for over 48 hours

Advice for parents can be found: <https://www.nhs.uk/conditions/coronavirus-covid-19/>

We thank you for your ongoing support at this time and wish you all a very safe and happy Christmas.

Yours sincerely



Miss Z J Linington
Federation Headteacher