

# The Round House Primary Academy

Part of The Diamond Learning Partnership Trust

Established in the Queen's Jubilee Year 2012

School Drive, St. Neots, Cambridgeshire PE19 6AW  
Tel: 01480 479890 email: office@roundhouse.cambs.sch.uk

CEO: Mrs Susannah Connell BSc MA (Ed Mgt) NPQH  
Executive Headteacher: Mrs Tracy Bryden BSc (Hons) PGCE

9<sup>th</sup> December 2020

Dear Parents and Carers

## **Important Covid-19 Information Update**

You may have seen in the media yesterday the Department for Education's (DfE) announcement that schools are permitted to make Friday 18<sup>th</sup> December a 'non-teaching' day. I am writing to reassure you that we will not be amending our term dates or our scheduled INSET days at any point during this academic year as we recognise the significant knock on effect this will have on families. This means our last day of term for pupils will remain, Friday 18<sup>th</sup> December.

This does not in any way compromise our commitment to honour our contact tracing commitments as a school. The Government's published guidance is a little unclear as to how educational settings will fulfil this requirement, and therefore I will endeavour to clarify how we will as a school manage this commitment between the end of term and Christmas Eve. Below is an extract from the DfE guidance and a summary table the school has devised as to how this specifically relates to our school:

- *Where a pupil or staff member tests positive for coronavirus (COVID-19), having developed symptoms more than 48 hours since being in school, the school should not be contacted. Parents and carers should follow contact tracing instructions provided by NHS Test and Trace.*
- *For the first 6 days after teaching ends, if a pupil or staff member tests positive for coronavirus (COVID-19), having developed symptoms within 48 hours of being in school, the school is asked to assist in identifying close contacts and advising self-isolation, as the individual may have been infectious whilst in school.*
- *School staff are not asked to remain on-call or conduct any contact tracing more than 6 days after the final day of teaching. Where a school's last teaching day is on Thursday 17 December, there should be no pupil contact tracing asks beyond Wednesday 23 December.*

(Department for Education  
Guidance, December 2020)

To clarify this, I have summarised this information in the context of our school in the table over the page:

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Symptoms began on (or date of positive test if asymptomatic)	Between Monday 14 <sup>th</sup> – Friday 18 <sup>th</sup> December	Saturday 19 <sup>th</sup> December	Sunday 20 <sup>th</sup> December	Monday 21 <sup>st</sup> December – Monday 4 <sup>th</sup> January
Action Required	Parents Inform school immediately. School will notify individuals within the respective bubble who may have come into contact. Notified individuals will have to self-isolate for 14 days.	Parents Inform school immediately. School will notify individuals within the respective bubble who may have come into contact on Thursday 17 <sup>th</sup> and Friday 18 <sup>th</sup> December. Notified individuals will have to self-isolate for 14 days.	Parents Inform school immediately. School will notify individuals within the respective bubble who may have come into contact on Friday 18 <sup>th</sup> December. Notified individuals will have to self-isolate for 14 days	Unless testing was delayed following onset of symptoms, case was not in setting and therefore there is no need to contact school.
Parent and Carers should contact the school by emailing on <a href="mailto:office@roundhouse.cambs.sch.uk">office@roundhouse.cambs.sch.uk</a> in the event of a confirmed case between the <b>close of school on Friday 18<sup>th</sup> December</b> and <b>Thursday 24<sup>th</sup> December</b> . If you do not have access to the internet, please call the school on 01480 479890 and leave a message on the school office answerphone <b>NOT</b> the absence line.				
Parental Responsibility	Parents to notify close contact family and friends and follow advice as per NHS Covid-19 guidelines <a href="http://www.nhs.uk/conditions/coronavirus-covid-19/">http://www.nhs.uk/conditions/coronavirus-covid-19/</a>			

Should your child attend our Magpies Christmas Holiday Club, the above timings will need to be adjusted so that school is alerted if your child has symptoms or receives a positive test within 48 hours of them last attending Magpies.

In order to ensure these arrangements work effectively and minimise the risk of compromising families' Christmas break, please adhere to the following:

- Parents to seek tests via testing centres rather than via postal tests as this can significantly delay confirmation of results. Results are normally forthcoming within 24 hours via test centres.
- Parents to notify school if children have symptoms after the school closes (as outlined above) – even when waiting for a test result, families can be advised to take necessary steps whilst awaiting confirmation.
- So as to minimise the risk of infection within school (and the wider community) please ensure you continue to adhere to social distancing protocol.

The school Contact Trace email is as follows: [office@roundhouse.cambs.sch.uk](mailto:office@roundhouse.cambs.sch.uk)

If there is anything you are at all unsure about regarding these arrangements please contact the school before the end of term.

Yours sincerely

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal line extending to the right.

Mrs Tracy Bryden

Executive Headteacher

On behalf of The Round House Primary Academy (part of TDLPT)