



**St. Michael's CE Junior School**  
**Church Lane East**  
**Aldershot**  
**GU11 3SS**  
**01252 322933**



**St. Michael's CE Infant School**  
**Park Road**  
**Aldershot**  
**GU11 3PU**  
**01252 324300**

8<sup>th</sup> December 2020

Dear Parents

We apologise for the email after school hours but we have heard late this afternoon from the DfE that they are expecting school leaders to act as contact tracers for a 6 day window at the end of the term in order to support the national effort to limit the spread of coronavirus.

Public Health England has agreed a 6 day window after the final day of teaching in which schools and further education providers are asked to remain contactable so they can assist with contact tracing where necessary. This, according to the DfE, will allow enough time for positive coronavirus (COVID-19) cases to be identified and confirmed by a test and for relevant contacts in the education setting to be traced.

Schools have therefore been asked to consider making Friday 18<sup>th</sup> December a non-teaching day and using the day for staff training. The DfE have said that this cannot be in addition to the usual five days but must replace one of them. We have therefore spoken together this evening to consider the best options for our community and what would, at this difficult time, be the most appropriate course of action. **This email is, therefore, notice to all that the last day of term will now be Thursday 17<sup>th</sup> December, with there being NO INSET day on Wednesday 30<sup>th</sup> June 2021. Friday 18<sup>th</sup> December will be an INSET day for both schools.** This will mean that there should be no pupil contact tracing needed for either school beyond Wednesday 23 December.

For practical purposes, all staff, parents and carers must be aware of the following information and relevant arrangements regarding positive cases in the holidays:

- 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** (from Friday 18<sup>th</sup> December to Wednesday 23<sup>rd</sup> December inclusive), if a pupil or staff member tests positive for coronavirus (COVID-19), having developed symptoms within 48 hours of being in school, the school has been asked to

assist in identifying close contacts and advising self-isolation, as the individual may have been infectious whilst in school.

- School staff will not 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<sup>th</sup> December, there should be no pupil contact tracing beyond Wednesday 23<sup>rd</sup> December until term restarts on 5<sup>th</sup> January 2021.
- Where pupils are required to self-isolate due to contact with a positive case after the first 6 days following the end of term, schools do not need to be informed about their absence until the first day of the new term.

Again, we apologise for any inconvenience caused by this late notice of the change to the end of term. We have provided you with the information as soon as possible after it has been communicated to us. Thank you all for your understanding at this difficult time.

**Mrs S Tyler**  
**Headteacher**

**Mrs L Mathias**  
**Headteacher**