



St. Aidan's Catholic Primary School

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Headteacher: Mrs S A Yates MA IN EDUCATION, NPQH.

10th December 2020

Dear Parents and Carers,

I am writing to you regarding procedures for potential notification of self-isolation over the Christmas period, following Government guidance published on 8th December 2020.

At Saint Aidan's we still plan to close school on **Friday 18th December at the usual home-time**. We do understand the wish for families to have a safe, peaceful, holy and joyous Christmas and are in the difficult position of potentially having to contact families and staff if there has been a positive case in class prior to the end of term.

We have the following procedures which we will ask parents to follow if their child displays symptoms and has a test.

- a) If your child develops symptoms on Saturday 19th December, or Sunday 20th December, your child and all your household need to self-isolate, arrange a test and contact school if the test is positive. Please email admin@st-aidans.manchester.sch.uk
- b) Emails will be checked daily (up to and including Thursday 24th December) at 9.30 am.
- c) If we are told of a positive test, we will contact the class via text and email with the following message:

*"We have been informed of a positive test in your child's class (we will name the class). If your child was in school on *****, they will need to self-isolate until *****. If your child was not in school on the dates mentioned, they will not be affected and do not need to self-isolate."*

It is the parent/ carers responsibility to ensure that the child self isolates for the period mentioned.

- d) **If your child develops the symptoms from Monday 21st December onwards, do not contact school, book a test immediately and contact NHS Track and Trace if positive.**

I thank in advance the staff who will help co-ordinate this process in their Christmas holiday. Please be aware that **we will not be phoning parents or responding to email queries** during the holidays. The only contact will be for Covid related issues.

The admin email will be checked at 9:30 am each day and communication will only be with parents/carers who are informing us about positive tests.

It has been a very difficult year and we all hope that we will not have to use the above procedures. We have been asked to put these procedures in place by the government.

I do thank you for all your support this year and I am sure that we will all be looking forward to life returning to some sort of normality in 2021.

With prayers,

Sarah Yates Head Teacher