

Dear Parent/Carer,

09 December 2020

This letter is to inform you of our **end of term arrangements** and information for you as parents about **contact tracing over the Christmas holiday**.

Yesterday, the Department for Education (DfE) gave its guidance on **End of term planning**. The DfE have encouraged schools to take **Friday 18th December as an additional inset day** to support with managing any cases of Covid 19 over the holiday. St Mark's Academy will be asking **students to remain at home on Friday 18th December** like almost all schools across the country. We ask you not to send your child into school on this day.

The guidance also sets out the expectation for contact tracing over the Christmas holidays. I have summarised the key points for you below:

- Schools will have to be on call for the **first 6 days of the holiday** to respond to any staff or pupils/students that test positive.
- This means that leaders at St Mark's will set aside some time each day between **Friday 18th December and Wednesday 23rd December to receive notifications from you about positive Covid cases**.
- We would ask you as parents to email the school on contacttracing@stmarks.anthemtrust.uk if your child receives a positive result between **9am-11am each morning between Friday 18th December and Wednesday 23rd December**.
- A member of SLT will pick up any cases from the previous 24 hours during that time slot each day.
- **Parents do not need to contact** the school if a **student tests positive and has not been in school for 48 hours** before the test or symptoms developed. In these circumstances the normal NHS Test and Trace processes will apply.
- After the 6-day period you will not be expected to email the school.

We thank you for your understanding at this time and for the constant support you provide from home.

Yours faithfully,



Hannah Fahey
Interim Principal

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