

Cherry Lane Primary School

Sipson Road, West Drayton, Middlesex, UB7 9DL
Tel: 01895 444480 Fax: 01895 430296



Co-Headteachers: Mr S Whitehouse / Miss N Tranter
Email: admin@cherrylane.hillingdon.sch.uk Website: cherrylane.hillingdon.sch.uk

16th December 2020

Dear Parents and Carers,

Plans for Contact Tracing over the Christmas break

School staff, professionals and parents have all been working towards keeping our community safe this term, to help with the national effort to limit the spread of the virus. Public Health England has agreed a 6 day window, after the final day of school, in which school staff are asked to remain contactable so they can assist with contact tracing where necessary.

The advice we have received states;

- 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 in 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.

We have been well supported over the last few months by parents, in reporting their child's symptoms and if they are awaiting a test. This will continue until our last day in school on **18th December**. After this date we still need to hear from parents if their child (who is a pupil at Cherry Lane), tests positive. We do not need to hear about secondary contact with an infected family member or if someone has developed symptoms.

What should I do if my child tests positive for Covid-19 during the school holidays?

Email the school office admin@cherrylane.hillingdon.sch.uk with Covid-19 as the title. Information to include;

- Full name of child
- Year group and class
- Your contact telephone number
- Date symptoms started and what they were
- The last day your child was in school
- Date the test was taken
- Date of test result

How will school let me know if my child has been in close contact with a positive Covid-19 case?

- You will receive a text message that your child has been a close contact
- You will receive an email of a letter with details of the isolation period
- Only your child will need to isolate, not the household
- If you child does develop symptoms, please email the school, get a test and let school know the result

It is vital that school has your correct telephone details and that the email address used for Parent Pay is active.

If you have plans to travel abroad over the Christmas holiday period, you must inform the school of your destination and return date. Depending on restrictions in place on your return date, your family may need to quarantine and your child may not be able to return to school on 6th January 2021. You must email copies of your booking form and return boarding pass to the school office. You will be contacted by a member of staff with details of when your child can return to school.

Our main priority will always be to ensure that school is a safe environment for both our children and staff, and we are mindful of our community during the Christmas period. If pupils develop symptoms or are awaiting a test near the school return date in January, school can be informed of the child's absence from 4th January 2021.

Keep Safe

A handwritten signature in black ink, appearing to read 'N Tranter', is centered on a light gray rectangular background.

Miss N Tranter
Co Headteacher