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'For Learning That Lasts A Lifetime'

Tracing COVID-19 Contacts during the Christmas Holidays

17th December 2020

Dear Parent/Carers,

This letter is applicable only to those parent/carers whose child[ren] were at school on Thursday, 17th December (today) and/or Friday, 18th December

School leaders are required to assist with NHS tracking and tracing for 6 days after the end of term – until and including 24th December.

I need you to let me know if your child tests positive for COVID-19 after the end of term **IF**

1. They were at school on Thursday 17th December and/or Friday 18th December **AND**
2. They receive a positive result on Saturday 19th or Sunday 20th December.

OR IF

1. They were at school on Thursday 17th December and/or Friday 18th December **AND**
2. They develop symptoms of COVID-19 (a new continuous cough or a high temperature or a change in sense of taste/smell) during the weekend 19th – 20th December **AND**
3. You receive a positive test result between 19th – 24th December.

OR IF

1. They were at school on Thursday 17th December and/or Friday 18th December **AND**
2. They have a test as part of the screening programme on Saturday 19th or Sunday 20th December **AND**
3. You receive a positive test result between 19th – 24th December.

If I am notified of a positive result, as per the above criteria, the relevant school children and staff member contacts will be informed by email and text sent from the school parentmail system.

I do NOT need to know if your child develops symptoms OR take a test as part of the screening programme after Sunday 20th December.

I do NOT need to know if your child has a test which is negative.

I do NOT need to know about parents or siblings who do not attend St Margaret's testing positive.

I do NOT need to know about symptoms unless your child has a positive test result.

I do NOT need to know about anything between 25th December and 3rd January!

I do NOT need to know if you receive a positive result which does not fall within the above criteria because the NHS Track and Trace service will advise contacts.



To notify me during the holiday please email secretary@st-margarets-dover.kent.sch.uk. This is the only account which is guaranteed to be monitored during the relevant time.

Like all of you, no doubt, I am hoping that this school-based track and trace service is not needed, however it is important that we are ready and all understand the process in case it is needed.

I hope the way I have set out the information is clear for you – as you can see there are a lot of ‘ifs and buts’!

Do please, of course, keep us updated in the new year with any covid-related information which you are not required to advise us of during the holiday.

Thank you for your attention to this matter.

Yours sincerely



H Comfort
Executive Headteacher

