

Oaklands Junior School

Headteacher - Mrs H West

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9th December 2020

Dear Parents/Carers,

You may be aware that the DfE has issued guidance indicating that schools can choose to close one day earlier on Thursday 17th, using the last day, Friday 18th December, as an INSET day. After careful consideration we have decided to stay open as we realise that such a last-minute change of plan would be very inconvenient to parents, therefore our **last day of term remains Friday 18th December.**

However, the school will remain contactable for a 6 day window, including Christmas Eve, after the last day of term so we can assist with contact tracing where necessary. This will allow enough time for positive coronavirus (COVID-19) cases to be identified and confirmed by a test and for pupils and staff in the school to be informed. Please can you read the following information and relevant arrangements regarding positive cases in the holidays:

- 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, **please contact the school immediately**, as the individual may have been infectious whilst 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.
- **Where a pupil or staff member tests positive for coronavirus (COVID-19) having developed symptoms after 24th December the school should not be contacted**. Parents and carers should follow contact tracing instructions provided by NHS Test and Trace.
- Where a pupil is 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.

We have organised a designated email address for parents to use to contact the school which will be monitored by staff up to and including the 24th December. Again, this should only be used for the first 6 days after the end of term if a pupil or staff member tests positive for coronavirus (COVID-19), having developed symptoms **within 48 hours** of being in school, (**i.e. up to and including Sunday 20th December**).

The email address is: ojscovid@oaklands-jun.wokingham.sch.uk

If we have to inform parents of a positive case, a letter will be sent out to all parents via email with another separate letter being sent to all the parents of children that would need to self-isolate. These letters will contain information and guidance about what you will need to do.

Wishing you all the best for a safe and happy Christmas

Yours faithfully,

A handwritten signature in black ink that reads "HWest". The letters are cursive and slightly slanted to the right.

Mrs. H. West
Headteacher