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Headteacher
Mr. Graham Pike
BA (Hons), PGCE, NPQH.

By Brook Valley
Church of England Primary School

10 December 2020

Dear Parents/ Carers

A six day window has been identified by Public Health England after the final day of teaching in which schools should remain contactable so they can assist with contact tracing. The DfE recognise that the need to support the tracing process will reduce dramatically over the course of the 6 days as the majority of cases should be identified earlier in the week. Following this clarification, please refer to the important points below:

1. Parents/carers and staff must continue to inform the school of confirmed cases if symptoms developed within 48 hours of last being in school.
2. Parents/carers of pupils and staff who were not symptomatic but tested positive within 48 hours of last being in school also need to let the school know.
3. Where a pupil or staff member tests positive for coronavirus (COVID-19), having developed symptoms more than 48 hours since last being in school, **the school does not need to be contacted.** Parents and carers should follow contact tracing instructions provided by NHS Test and Trace.
4. A dedicated email address covid@bybrookvalley.wilts.sch.uk has now been set up if you need to contact the school linked to points 1 and 2. This email address will be monitored between 10am – 2pm each day up to and including the 24 December. **Please do not use this email for any other communication with the school.**
5. If you do need to contact the school then please refer to the attached poster as it contains which information the school will need to collect. The poster is also available on the school website
6. The end of term will remain as Friday 18 December. Reception and Key Stage 1 will finish at 1.50pm, Key Stage 2 at 2pm.

Many thanks for your continued support.

Yours sincerely

Mr G Pike
Headteacher