



9<sup>th</sup> December 2020

Dear Parent/Carer

**Re: Positive Covid-19 Test Reporting over the Christmas period**

Firstly, a reminder that school closes to all students at 12.15pm on Friday 18<sup>th</sup> December. School will re-open to all students on Monday 11<sup>th</sup> January.

To allow families to plan accordingly, the arrangements for the reporting of positive Covid-19 tests over the Christmas period are as follows; on the 19<sup>th</sup>, 20<sup>th</sup>, 21<sup>st</sup>, 22<sup>nd</sup>, 23<sup>rd</sup> and 24<sup>th</sup> December the dedicated coronavirus email address will be active and monitored at 12.15pm every day. Public Health England have asked schools to be contactable to track and trace over a 6-day window after the final day of teaching.

**If your child tests positive for Covid-19 between 19<sup>th</sup> December and 12.15pm on 24<sup>th</sup> December**, please email [coronavirus@stjamesheadle.co.uk](mailto:coronavirus@stjamesheadle.co.uk) and include:

1. Symptoms start date
2. Last date in school
3. Test date
4. Result date
5. The names of any children they have been in contact with at break/lunchtime up to 48 hours before the onset of symptoms
6. The names of any children they have been in contact with during travel to and from school up to 48 hours before the onset of symptoms
7. The names of any children they have been in contact with during extracurricular or PE activities up to 48 hours before the onset of symptoms including outside of school

Children they have been in close contact within lessons will be determined via teachers.

**If your child tests positive for Covid-19 after 24<sup>th</sup> December at 12.15pm** please follow the Government track and trace system directly.

Please note this email address will only respond to confirmed positive cases of children until 12.15pm on Thursday 24<sup>th</sup> December. As stated previously if your child tests positive for Covid-19 after 12.15pm on Thursday 24<sup>th</sup> December please follow the advice from the Government track and trace system directly.

For clarity contact is defined as:

- face-to-face contact (within one metre)
- coughed on
- face-to-face conversation within one metre
- skin-to-skin physical contact
- contact within one metre for one minute or longer without face-to-face contact
- been within 2 metres for more than 15 minutes
- travelled in a vehicle



# ST JAMES'

CATHOLIC HIGH SCHOOL

Thank you for your continued support throughout this unprecedented time, I wish you a happy, holy and peaceful Christmas.

Yours faithfully

Mr A Pontifex  
Headteacher