

Fen Ditton Community Primary School
Horningsea Road Fen Ditton Cambridge CB5 8SZ
Telephone 01223 292342 Fax 01223 294790
E-mail: office@fendittonprimary.org
Headteacher: Mr Mark Askew

11 December 2020

Re: INSET days and Track and Trace Arrangements

Dear Parent/Carer,

You may have seen in the media yesterday the Department for Education's (DfE) announcement that schools are permitted to make Friday 18th December a 'non-teaching' day. I am writing to reassure you that we will not be amending our term dates or our scheduled INSET days at this point during this academic year as we recognise the significant knock on effect this will have on families. This means our last day of term for pupils will remain, Friday 18th December.

To clarify, the government have not given schools an additional training day, they have informed us that we can change when we take our 5 INSET days. This is to assist with schools not needing to be on call for track and trace purposes up until Christmas Eve, and instead up until the 23rd December. The view of Anglian Learning Trust and mine is that it is far too late to make a change which could well impact on childcare challenges for you, and as a school, we very much value our training days, and in order to maximise the impact these days have on outcomes for our pupils we need time to plan properly.

This does not in any way compromise our commitment to honour our contact tracing commitments as a school. The Government's published guidance is a little unclear as to how educational settings will fulfil this requirement, and therefore I will endeavour to clarify how we will as a school manage this commitment between the end of term and Christmas Eve.

Below is an extract from the DfE guidance and a summary table the school has devised as to how this specifically relates to our 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.*
- *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 whilst in school.*
- *School staff are not asked to remain on-call or conduct any contact tracing more than 6 days after the final day of teaching. Where a school's last teaching day is on Thursday 17 December, there should be no pupil contact tracing asks beyond Wednesday 23 December.*

(Department for Education Guidance, December 2020)

To clarify this, I have summarised this information in the context of Fen Ditton Community School in the table over the page:

Symptoms began on (or date of positive test if asymptomatic)	Between Monday 14 th – Friday 18 th December	Saturday 19 th December	Sunday 20 th December	Monday 21 st December – Monday 4 th January
Action Required	Parents Inform school immediately. School will notify individuals within respective bubble who may have come into contact. Notified individuals will have to self-isolate for 14 days	Parents Inform school immediately. School will notify individuals within respective bubble who may have come into contact on Thursday 17 th and Friday 18 th December. Notified individuals will have to self-isolate for 14 days	Parents Inform school immediately. School will notify individuals within respective bubble who may have come into contact on Friday 18 th December. Notified individuals will have to self-isolate for 14 days	Unless testing was delayed following onset of symptoms, case was not in setting and therefore there is no need to contact school.
	If or parent/carers need to contact me in the event of a confirmed case between the close of school on Friday 18th December and Thursday 24th December please email the office@fendittonprimary.org . I will check this inbox once a day between 09:00am and 10:00am if required a will contact you for tracing purposes, but for no other communication reasons.			
Parental Responsibility	Parents to notify close contact family and friends and follow advice as per NHS Covid-19 guidelines http://www.nhs.uk/conditions/coronavirus-covid-19/			

In order to ensure these arrangements work effectively and minimise the risk of compromising families' Christmas break, please adhere to the following:

- Parents to seek tests via testing centres rather than via postal tests as this can significantly delay confirmation of results. Results are normally forthcoming in 24 hours via test centres.
- Parents to notify school if children have symptoms after schools close (as outlined above) – even when waiting for a test result, families can be advised to take necessary steps whilst awaiting confirmation.
- So as to minimise the risk of infection within school (and the wider community) please ensure you continue to adhere to social distancing protocol.

If there is anything you are at all unsure about regarding these arrangements please contact the school before the end of term.

Kind regards,



Mr M. Askew
Head Teacher