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Executive Headteacher: Helen Ball BA (Hons), PGCE, NPQH

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## Polehampton C. of E. Infant School

Hermitage Drive,  
Twyford,  
RG10 9HS

Tel: 0118 934 0246

Email: [admin@polehampton-inf.wokingham.sch.uk](mailto:admin@polehampton-inf.wokingham.sch.uk)

Head of Infants: Jenny Scott, BAQTS (Hons)

## Polehampton

CHURCH OF ENGLAND JUNIOR SCHOOL

Kibblewhite Crescent,  
Twyford,  
RG10 9AX

Tel: 0118 934 1338

Email: [admin@polehampton-jun.wokingham.sch.uk](mailto:admin@polehampton-jun.wokingham.sch.uk)

Head of Juniors: Liz Castell BA (Hons), PGCert SENCO/  
Helen Medcalf BA (Hons), PGCE

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Friday 11<sup>th</sup> December 2020

Dear Parents and Carers,

### COVID ISSUES

After recent announcements in the press, I thought it would be helpful to put it all in one letter. Please read this carefully as there are quite a few details to understand. I hope the FAQs style helps.

#### Are we open next Friday 18<sup>th</sup> December?

Both Polehampton Schools will be open as planned next Friday. There are no changes to our inset days this year.

#### What do I need to know regarding Trace and Track for the school holidays?

The DFE has asked schools to pass on the following information to parents as we have been asked to assist in identifying close contacts and advising self-isolation for the first 6 days of the holiday.

#### What do schools need to do?

The Government has asked schools to retain the duty to contact trace for a period of six days after the end of term. As a result of the contact and trace procedures, it is important that parents understand that up to and including December 24<sup>th</sup> 2020, we may need to alert you that your child has been in close or prolonged contact with a positive case of Covid-19. This would consequently mean a period of self-isolation as per government guidelines. We would write individually to affected families and notification of this would be received via the email address we have for you.

We realise that this would be very sad news indeed. However, this would be crucial information to have and to act upon to keep all your loved ones safe.

#### What do I need to tell the school if my child tests positive for COVID-19?

In the event of your child testing positive for Coronavirus (COVID-19) after school closes,

- If your child tests positive for COVID-19, having developed symptoms **within 48 hours** of being in school (**before 2pm on Sunday 20<sup>th</sup>**), **you will need to contact the school** if you receive the result during the **first 6 days after teaching ends**. This is because your child may have been infectious whilst in school and we have been asked to assist in identifying close contacts and advising self-isolation.

- Where a pupil tests positive for coronavirus (COVID-19), having developed symptoms **more than 48 hours** since being in school ([after 2pm on Sunday 20<sup>th</sup>](#)), the **school should not be contacted**. Parents and carers should follow contact tracing instructions provided by NHS Track and Trace.
- Where pupils are required to self-isolate due to contact with a positive case **after the first 6 days** following the end of term, we do not need to be informed about their absence **until the first day of the new term** via the usual email addresses.

Please make sure we have up-to-date contact emails for you. If parents are separated, we need both parents' emails to ensure everyone is contacted promptly.

### How do I contact the school?

- As our last day is Friday 18<sup>th</sup>, you will need to contact the schools via the usual email addresses (**do not leave a phone message as staff won't be in school to pick up messages**). Please add **COVID ISSUES to the subject line**, so your email stands out clearly. We will be monitoring this email address between 9.30-10.30am each day up to and including Christmas Eve to assist with the process of notifying close contacts.

We all very much appreciate your support in this important matter.

We hope that everyone will remain safe and well as always.

Best wishes,

Miss Ball

Executive Headteacher