



St. Matthew's C.E. Primary School
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Email: adminoffice@st-matthews.hants.sch.uk



Headteacher: Mrs Kay Pennicotte-Henrie

16th December 2020

Dear Parents and Carers

Track and trace during the Christmas break

All schools have an important role with track and trace to support the national drive to reduce virus transmission. The Government expects all schools to maintain track and trace communication with families for the first part of the holiday and identify where students would be required to self isolate in the event of a positive case being identified in school within the first few days of the holiday.

Our email address for parents / carers to notify us of a positive COVID case during the first few days of the Christmas break is: adminoffice@st-matthews.hants.sch.uk

It will be monitored once daily throughout the first part of the holiday and should only be used to notify us of the following:

- a) Your child develops COVID-19 symptoms before 15:15pm on Sunday afternoon
- b) The test result following notifying us about a) above

Other email addresses may not be monitored – please use this address only.

If you email the school on the above contact, please include the following information:

- Your child's name
- Symptoms or test result
- Your name and contact telephone number
- The last day that your child was present at school

The school only needs to enact track and trace during the holiday for your child's close contacts if **both** of the following apply:

1. Your child's symptoms started before 15:15pm on Sunday 20 December
2. Your child then has a confirmed case of COVID following a test

The infectious period is 48 hours prior to symptoms starting; close contacts during this period would need to self-isolate. For example: if symptoms start on Monday 21 December, 48 hours prior to this time is Saturday when your child was not in school. We would therefore not need to take any action with regard to track and trace.

Respect, Faith, Friendship, Achievement

We all hope this will not be needed, but we are here to support if required during the first few days of the holiday. Thank you for your support with the Government expectations placed upon us to protect our community and our families.

Yours sincerely

A handwritten signature in black ink, appearing to read 'M. Pennicotte-Henrie', with a horizontal line crossing through the middle of the letters.

Mrs K Pennicotte-Henrie
Headteacher