

11 December 2020

Dear Parents

### Plans for contact tracing during the Christmas period

You may have seen a lot of coverage in the media this week in relation to how schools should manage contact tracing of positive Covid cases (of pupils) during the first week of the school break. I thought it would be helpful if I confirmed our arrangements with you.

Firstly, we will not be closing on 18 December by changing a training day to this date. School will still be open as planned with an earlier finish time of 1pm in place. Please note that Ponteland High School will be leaving at 1.20pm so we anticipate our parents being away from the site before the high school students leave school. We hope that this will alleviate some of the traffic issues on site.

Secondly, the main question is 'should I contact school at all?' as the advice on this can seem a little complicated. To try and help clarify the situation all parents should seek to answer the following questions before doing so:

Question	Response
1. Has your child tested positive for Covid-19?	YES / NO
2. Was your child in school at any time during the last week of term?	YES / NO
3. Did their Covid-like symptoms start on or before Sunday 20 December?	YES / NO

You are only required to contact school if you answer **YES to all three questions**. If this is the case then please email [admin@ppschoo.uk](mailto:admin@ppschoo.uk) and state 'Positive Covid case' in the subject bar above. We will then contact the rest of the bubble if necessary.

Please note that we do not need to be made aware of any positive cases after 24 December and before we return to school on Monday 4 January 2021.

I hope that this clarifies any uncertainty around the arrangements for the end of term. Please be extra careful in the build up to Christmas. I have pointed out to staff that anyone asked to self isolate now will be isolating into the Christmas period and we really don't want to be limiting anyones Christmas celebrations. Keep safe.

Yours sincerely

L Blain

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