

# Cheapside CofE Primary School

Watersplash Lane • Cheapside • Ascot • Berkshire • SL5 7QJ

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**Website:** [www.cheapsideschool.org.uk](http://www.cheapsideschool.org.uk)

**E-mail:** [cheapsidecofe@rbwm.org.uk](mailto:cheapsidecofe@rbwm.org.uk)

Headteacher: Mrs Kate Searle



Tuesday 15<sup>th</sup> December 2020

Dear Parents/Carers

We would like to bring to your attention the following information regarding the Christmas Holiday period and notification of positive COVID-19 tests.

- 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. Any close contact associated with school will be notified by text/email.

**Please use the following email address to alert the school of a positive test result:**

[Alert@cheapsideschool.org.uk](mailto:Alert@cheapsideschool.org.uk) This will be checked between 10am and 12noon and 2pm and 4pm each day up to and including 24<sup>th</sup> December. The school will acknowledge receipt of the email.

- 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.

The government expectation is that staff at school will monitor the school email account through until 24<sup>th</sup> December 2020 and, should there be a notification of a COVID-19 case, contact anyone who was in close and prolonged contact in line with PHE advice up until that day. Consequently, parents may be contacted by school up to and including Thursday 24<sup>th</sup> December 2020.

Any pupil or staff member who tests positive over the Christmas break should not return to school until they have completed their self-isolation in line with the guidance: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance?priority-taxon=774cee22-d896-44c1-a611-e3109cce8eae>

Likewise, if you are travelling abroad at Christmas to any country that requires quarantine on return to the UK, please let the school know your expected date of return to school. Please use the school office email for this.

We thank you for all your support during what has been a challenging term. We very much hope you have a safe and healthy Christmas Break and look forward to seeing you all on January 5<sup>th</sup> 2021.

Your sincerely

A handwritten signature in black ink that reads "Kate Searle". The signature is written in a cursive, flowing style.

**Kate Searle**  
**Headteacher**