



Castle Camps C of E (VC) Primary School  
Church Lane  
Castle Camps  
Cambridge  
CB21 4TH

Telephone: 01799 584270  
E-mail: [office@castlecampscambs.sch.uk](mailto:office@castlecampscambs.sch.uk)  
Website: [www.castlecampsschool.co.uk](http://www.castlecampsschool.co.uk)  
Headteacher: Miss A.E.O'Connor

Wednesday, 9<sup>th</sup> December 2020

Dear Parent/Carer,

### Important Covid-19 Information Update

You may have seen in the media yesterday the Department for Education's (DfE) announcement that schools are permitted to make Friday, 18<sup>th</sup> 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 any 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, 18<sup>th</sup> December.**

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 school manage this commitment between the end of term and Christmas Eve. Below is a summary table, the school has devised, as to how this specifically relates to our school:

Symptoms began on (or date of positive test if asymptomatic)	Between Monday 14 <sup>th</sup> – Friday 18 <sup>th</sup> December	Saturday 19 <sup>th</sup> December	Sunday 20 <sup>th</sup> December	Monday 21 <sup>st</sup> December – Monday 4 <sup>th</sup> 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 <sup>th</sup> and Friday 18 <sup>th</sup> 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 <sup>th</sup> December. Notified individuals will have to self-isolate for 14 days	Unless testing was delayed following onset of symptoms, case was not in setting. Parents and carers should follow contact tracing instructions provided by NHS Test and Trace. However, please also inform us via email just for our reference.
	In the event of a confirmed case between the close of school on Friday 18 <sup>th</sup> December and Thursday 24 <sup>th</sup> December, please email the school office. <a href="mailto:office@castlecampscambs.sch.uk">office@castlecampscambs.sch.uk</a>			
Parental Responsibility	Parents to notify close contact family and friends and follow advice as per NHS Covid-19 guidelines <a href="http://www.nhs.uk/conditions/coronavirus-covid-19/">http://www.nhs.uk/conditions/coronavirus-covid-19/</a>			

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 – 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.

The school Contact Trace email is as follows: [office@castlecambs.cambs.sch.uk](mailto:office@castlecambs.cambs.sch.uk)

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

Yours sincerely,

*Alexandra O'Connor*

Miss A. E. O'Connor  
Headteacher