



Dream big. Love God. Live well.

Wednesday 16 December 2020

School COVID 'Track & Trace' for Christmas Holidays

Dear Parents/Carers

As we approach the Christmas holidays, schools have been asked to play a part in the COVID 'Track & Trace' system for the period between breaking up and Christmas Day (Friday 18 December - Thursday 24 December 2020).

I am therefore writing with instructions, should your child test positive for COVID-19 during the holiday period. We have created a dedicated email address in order to report positive cases between Friday 18 December - Thursday 24 December 2020 inclusive: enquiries@bishopking.lincs.sch.uk

Please send an email to this address **only** in the following circumstances:

1. If your child attended school on Thursday 17 December 2020 and develops symptoms on Thursday 17, Friday 18 or Saturday 19 December 2020 and then tests positive for COVID-19;
2. If your child attended school on Thursday 17 December 2020, has no symptoms but takes a COVID-19 test on Thursday 17, Friday 18 or Saturday 19 December 2020 and the result comes back positive;

Please **do not** email us if:

- Your child develops COVID-19 symptoms **on or after Sunday 20 December 2020**, or 48 hours (2 days) after their last day in school;
- Your child has no COVID-19 symptoms but takes a test **on or after Sunday 20 December 2020**, or 48 hours (2 days) after their last day in school, and the result comes back positive.

The email address enquiries@bishopking.lincs.sch.uk will only be monitored between **Friday 18 and Thursday 24 December 2020** - please do not email this address outside of these dates. The school's telephone will **not** be monitored during the Christmas holidays, until Monday 4 January 2020.

If we do need to contact parents/carers, an **email / text** will be sent to the contact we have for you on our Management Information System. Therefore, please do make sure that school has a working email address that you check regularly (at least daily). The school will not be making any phone calls during the Christmas holidays.

Many thanks for your support with this.

Yours sincerely

Mrs H Wheatley M.A
Headteacher