



Eaton Primary School



Duverlin Close, Norwich, NR4 6HS
office@eaton.norfolk.sch.uk
01603 502454
Headteacher: Mr Allan Lowe

Dear Parents

Covid-19 Update 09.12.2020

I am writing to update parents on our arrangements for contact tracing during the Christmas holiday, following guidance released to schools yesterday from the DFE.

Please note: Friday 18 December – school is CLOSED for holiday as previously set out in our term dates 2020/21.

Procedures for notifying school of covid-19 infection at the start of the holiday period, which will affect contact tracing.

If your child becomes symptomatic at the start of the holiday, please get them tested immediately on the same day.

We are required to contact trace any positive test result, if it was first symptomatic within 48 hours of being in school.

If your child's symptoms start BEFORE 3.30pm (6pm for After School Club) on Saturday 19 December AND they attended school on either Wednesday 16 or Thursday 17 December:

You must contact the school via email office@eaton.norfolk.sch.uk

(This email account will be NOT be monitored after December 23)

Please include the following information in your email:

1. **Your child's name**
2. **Confirmation of a positive test result**
3. **Date your child was tested**
4. **Date & time of first symptoms**
5. **Date your child was last at school**
6. **Your child's class teacher**
7. **When they last attended Breakfast Club? (if at all)**
8. **When they last attended After School Club? (if at all)**
9. **When they last attended Rocksteady? (if at all)**
10. **Your contact tel. number**
11. **Use email subject line: POSITIVE TEST RESULT**

We may call you to confirm the information.

Once a child's contacts have been verified and risk assessment completed, we will email or text message those contacts to advise on self-isolation procedures.

All parents should therefore check their email and phone daily up to 24 December to check for contact from school. We will not be able to respond to questions during this time and direct parents to PHE for advice.

Close contacts of a positive test result, are required to self-isolate for 14 days, starting from their last contact with the school:

- **If they attended school on Thursday 17 Dec, this will be THURSDAY 31 DECEMBER.**
- **If they attended school on Wednesday 16 Dec, this will be Wednesday 30 DECEMBER.**

If your child becomes symptomatic AFTER 3.30pm / 6pm (After School Club) on Saturday, DO NOT contact the school.

Please contact the school office by email to let us know if your child is going to be absent as a result of covid-19 for the start of Term Tuesday 5 January 2021

Go to www.communitydirectory.norfolk.gov.uk to find help and advice from Norfolk LA during the holiday.

Kind regards



Allan Lowe
Headteacher