



# St. Edward's Catholic Primary School

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Lisson Grove, Marylebone, London NW1 6LH

Executive Headteacher: Mr M Tissot

Head of School: Ms A Thomas

Deputy Headteacher: Mr J Smith

Phone Number: 020 7723 5911 Website: [www.stedwardsprimary.org](http://www.stedwardsprimary.org)

17<sup>th</sup> December 2020

Dear Parents/Carers,

## **Covid-19 End of Term/Christmas holidays procedure**

Thank you for your support during this term as we are one of the few schools in the area to have been completely Covid-19 free. However, I would like to set up a procedure of contacting the school to inform us of a positive Covid-19 test results up until the 23<sup>rd</sup> December.

### **December 19<sup>th</sup> – December 23<sup>rd</sup> (inclusive)**

Parents/carers must contact the school to report any child's positive Covid-19 test. You must provide the following information:

- If your child exhibited Covid-19 symptoms, **on what date did these symptoms start?**
- If your child did *not* exhibit Covid-19 symptoms, **on what date did they take their Covid-19 test?**

You must phone the school and press option 1 to speak to a senior member of staff. If there is no answer, please leave a voice message with your name, your child's name and your contact phone number and someone will call you back. During this period, parents/carers must contact the school if your child tests positive for Covid-19 on:

Friday 18<sup>th</sup> December

Saturday 19<sup>th</sup> December

Sunday 20<sup>th</sup> December

Monday 21<sup>st</sup> December

Tuesday 22<sup>nd</sup> December

Wednesday 23<sup>rd</sup> December

Please ensure you monitor the date symptoms start if your child returns a positive test on any of the dates above. This is very important so that the school can inform all contacts.

December 24<sup>th</sup> – January 3<sup>rd</sup> (inclusive)

The school will be closed during this period and no messages will be picked up until January 4<sup>th</sup>.

Parents/carers who have a child who has tested positive for Covid-19 during this period, must follow contact tracing instructions provided by NHS Test and Trace instead of contacting the school. Visit <https://111.nhs.uk/>

Westminster Borough, our Local Authority, has requested we do this to help 'test and trace' and to ensure parents or children who may have been in contact with anyone infected may be informed.

If anyone in your family contracts Covid-19 or has been in contact with anyone who develops Covid-19, it is important that you phone the school on January 4<sup>th</sup> to let us know.

Thank you for your support through these challenging times.

Yours sincerely

Ms Anne Thomas  
Head of School