



'Individual Growth, Individual People'

Head Teacher: Mrs M A Tyers

Thursday, 10th December 2020

Dear Parents/Carers,

You will probably have seen on the TV about the last-minute announcement by the DFE suggesting that schools should have an INSET day on Friday 18th December rather than one planned for later in the year. I am writing to inform you that Newark Orchard school is planning to remain open as we feel this is very short notice for families, particularly during a very disruptive year. We obviously have to take into consideration our staff with young children of their own and the possibility of their schools being closed preventing them from being able to attend work. I will have this information by the end of tomorrow so will send out a text to confirm for definite that we can stay open.

Track & Trace Requirements during Christmas Break

Public Health have advised that **where a pupil or staff member tests positive for Coronavirus and symptoms developed within 48 hours since being in school** (Sunday 20th Dec) then you will be required to inform the school. The system for doing this will be via email to head@newarkorchard.notts.sch.uk This email will be checked daily between 10am-11am & 4pm-5pm up until Thursday 24th December 2020. After this date any emails will not be acknowledged for the remainder of the Christmas break. This will then mean that we can work with Public Health to identify those needing to self-isolate due to contact with any positive cases within school.

If symptoms develop after 48 hours of being in school then you will be required to follow contact tracing instructions provided by NHS Test and Trace. **In this case you should not contact school during the Christmas break unless this effects your child's return to school in January.**

Please note that only emails to this address and relating to positive cases within 48-hour window will be acknowledged, please do not contact the class teachers directly until the Spring term begins.

Thank you for your cooperation.

Yours Sincerely,

Margot Tyers
Head Teacher