



**Garfield Primary**

Today's children, tomorrow's future.

17<sup>th</sup> December 2020

Dear Parents, Carers, and Families,

**Re: School contact tracing over the Winter Holidays**

Thank you for your support throughout this year and I appreciate it has been a challenging and difficult year for many of us.

As the Autumn Term comes to an end, we are asking you to help us continue to keep pupils and families safe over the Christmas holidays. This letter will cover:

1. School contact tracing over the holidays and what you need to do
2. What to do if your child or family member gets symptoms or tests positive over the holidays
3. Planning a safe return in January 2021

**1. School contact tracing over the Winter Holidays**

When a pupil or staff member tests positive for coronavirus (COVID-19), we carefully review who they have been in close contact with while at school so that "direct contacts" can self-isolate as they monitor for symptoms.

The Department for Education has confirmed that schools must continue to support contact tracing for 6 days after the end of term. This is so that we can identify any close contacts of positive cases who were in school while infectious and where test results come back after the end of term.

Our school will be closed and the staff will be on holiday so as Headteacher, I alongside some colleagues, will be responding to any updates received from families or staff members.

**What to do if your child has symptoms of Covid and tests positive for Covid just after the end of term.**

If your child gets a positive COVID-19 test result between 19<sup>th</sup> December to 24<sup>th</sup> December, please email the school office on: **[office@garfield.enfield.sch.uk](mailto:office@garfield.enfield.sch.uk)**

\*Please provide the following information:

- Name of your child and Class
- Date that symptoms started
- Date that COVID-19 test was taken
- Attach the test results
- Your contact phone number in case more information is needed

It is important that you know that **the school office will be closed during the Christmas holidays, however the emails will be checked each day, up to and including on Christmas Eve (24<sup>th</sup> December).**

Cont'd.....

Upper Park Road New Southgate London N11 1BH  
T: 020 8368 4500 F: 020 8361 8232 E: [office@garfield.enfield.sch.uk](mailto:office@garfield.enfield.sch.uk)  
[www.garfield.enfield.sch.uk](http://www.garfield.enfield.sch.uk)

If we receive any updates of a positive case for pupils or staff members that would mean your child was a direct contact – we will communicate with you by email and text. This will provide you with the following information:

- Date of contact
- Start and end date of self-isolation
- Guidance link for monitoring symptoms

**What to do if your child or family member gets symptoms or tests positive over the holidays**

- If anyone in your home develops symptoms of COVID-19, they should get tested. This link helps you book a test at a government test centre: <https://www.gov.uk/get-coronavirus-test>
- They should remain at home for the 10-day self-isolation period. This is to stop the spread of the coronavirus.
- No one else needs to get tested unless they have symptoms of COVID-19.
- This link has useful information on self-isolation: <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>

**Telling the school about COVID-19 in your household**

- If your child gets symptoms or tests positive **between 19<sup>th</sup> December to 24<sup>th</sup> December** - inform the school with the information requested in Section 1 by email. This is because we need to check if there are any other pupils or staff that need to go into self-isolation.
- If your child gets symptoms or tests positive **between 25<sup>th</sup> December and 3<sup>rd</sup> January** – ensure you follow the NHS Test and Trace guidance to minimise the spread of COVID-19 coronavirus.

**Safe return in January 2021**

The safety of all our Garfield pupils, staff, families and visitors is really important. We want to ensure a safe return to the school after the holiday period. In order to maximise our safety on our return. I make a heartfelt plea that everyone in our school community does all they can to follow the government guidelines. You will be aware that there are growing concerns about the potential rise in cases that could follow the Christmas holiday period. We all play a part in doing what we can to keep ourselves and others as safe and well as possible.

I would like to take this opportunity to wish you all a restful holiday break and a Happy New Year.

Yours sincerely,



Karen Khwaja  
**Headteacher**