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Dear Parents and Carers,

Re: Arrangements for the End of Term and Notification of Covid-19 Cases During the Christmas Holidays

I hope this finds you and your family safe and well. I am writing to share with you our plans for the end of term and the arrangements for notifying us of positive Covid-19 cases during the Christmas break.

You may be aware from the news of the latest DfE guidance, which has asked schools to retain some responsibility for tracking and tracing during the Christmas holidays.

May I kindly ask that you carefully read the following instructions for notifying us of a positive Covid-19 test during the Christmas break:

- If your child gets Covid-19 symptoms before 3 pm on Saturday 19th December, please [get them a test immediately](#).
- If that test is subsequently positive, **you must tell us immediately** stating your child's name, year and class no later than Tuesday 22nd December at 3 pm, on the email address: [kpr@compasslp.co.uk](mailto:kpr@compasslp.co.uk) (please only use this email address for these cases).
- If your child gets symptoms **after 3 pm on Saturday 19th December**, there is no need to inform us, but you should follow directions from Public Health England.
- If we establish that your child has been in contact with a positive case during the infectious period, **we will notify you by text message in the first instance and then email confirmation**, stating the date to which your child must self-isolate.

Of course it goes without saying that we hope no family will be affected by Covid or self-isolation during the Christmas break, but we must all do our part more than ever, by discussing with the children, the need to observe all infection control protocols and 'follow the rules'.

Thank you in advance for having these conversations with your family.  
I hope all is clear, but if not, please don't hesitate to get in touch.

In the meantime, may I wish you and your family a very happy, healthy Christmas break. The school will reopen for all pupils on Monday 4th January, 2021.

Yours sincerely,

Nick Cooper

Chief Executive Officer: Kay Charles

Headteacher:  
Nick Cooper

Deputy Head Teachers:  
Kaaran Prime  
Deborah Wood



Assistant Head Teachers:  
January O'Donnell  
Dave Phillips  
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