



MANOR COURT Community Primary School

incorporating **Manor Court Early Years Centre**

A Member of Preston Primary Academy Trust

Head Teacher Mr L Talmage

Deputy Head Teacher Mr A Clode Assistant Head Teacher Mrs G Terry

Duck Lane, Chard, Somerset TA20 2ES

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Friday 11th December 2020

Dear Parents and Carers,

End of term arrangements

As you may have heard, the government suggested earlier this week that schools could close early before Christmas, using Friday 18th December as a Teacher Training Day. We have taken the decision to stay open; we feel it is very short notice for parents to change work and childcare arrangements which would bring added stress before Christmas that our school community does not need.

Positive COVID-19 cases during the Christmas period:

On Tuesday, the Department for Education confirmed that schools and headteachers will need to continue their track and trace procedures up to and including Christmas Eve.

During the six-day window which follows the last day of term, if your child tests positive for COVID-19, please email the school office at: covidcase@manorcourt.ppat365.org – this email address will be checked at 11am and 3pm each day for any new positive cases. After receiving an email informing us of a positive case, you will then be called by Mr Talmage to obtain further details.

If, during the first 6 days after teaching ends, a pupil or staff member tests positive for coronavirus (COVID-19), having developed symptoms **within 48 hours of being in school**, the school is asked to assist in identifying close contacts and will provide guidance from Public Health England, as the individual may have been infectious whilst in school.

If your child is in the affected 'bubble', you will receive notification and guidance via ParentPay and also a message via social media prompting you to check your emails.

Where a pupil or staff member tests positive for coronavirus (COVID-19), having developed symptoms more than 48 hours since being in school, the school should not be contacted. Parents and carers should follow contact tracing instructions provided by NHS Test and Trace.

After 24th December 2020, if your child returns a positive test, there is no need to email the school to inform us, unless they are not going to be able to return on Tuesday 5th January 2021. This email will be picked up on our Teacher Training Day on Monday 4th January.

If you have any questions, please do not hesitate to contact the school.

Again, thank you for your continued support during this challenging time.

With the very best of wishes,

Mr Luke Talmage
Head Teacher

Mr Alan Clode
Deputy Head Teacher and Inclusion Leader



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