

Court Lane Infant School
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Court Lane Junior School
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Head Teacher of Court Lane Academies: Mrs Judith Ramshaw

Wednesday 9th December 2020

Dear Parents and Carers,

Track and Trace over the Christmas period

The Government have issued a late notification regarding schools' responsibility for track and trace for 6 days as the Christmas holidays begin and we have today received further information:

- Where a pupil or staff member develops symptoms of coronavirus (COVID-19) on Friday 18th December or over the weekend (19th and 20th December) please can you inform the school via email on: covidreportinginf@courtlaneinf.co.uk (Infants)
covidreportingjnr@courtlanejnr.co.uk (Juniors)

Please send a separate communication for each of your children to the respective email addresses and take your child for a test. These email addresses have been set up specifically for the Christmas period only.

- If your child tests positive, please email the school on:
 - covidreportinginf@courtlaneinf.co.uk (Infants)
 - covidreportingjnr@courtlanejnr.co.uk (Juniors)
- If your child has been in school and in contact with other children in the bubble/their class 48 hours before they developed symptoms when they will have been infectious, we will notify all the other parents in their bubble and they will be advised to self-isolate their children.
- The school email will be checked once a day at 10 am until 24th December and appropriate action will then be taken.
- If your child develops symptoms on or after the 21st December, you do not need to notify the school but should notify the NHS Track and Trace service.

Previously published arrangements still stand and we will remain open on Friday 18th December.

Yours sincerely

Mrs J Ramshaw
Head teacher

Mrs K Geddes
Head of School

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