



Longwood Primary School

"Nurture today, flourish tomorrow"

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Headteacher: Mrs Pauline James



11th December 2020

Information about emergency contacts for school during the Christmas break

We sincerely hope that everyone keeps safe and well over the festive period and that you are all able to raise a glass with your loved ones or at least to them if you are not able to celebrate together just yet. However, coronavirus still remains a high risk in our local area and we must all remain alert and do our part in stopping the spread.

As part of the national response, schools are being asked to offer contact details to parents for the first 6 days of the Christmas break. For us, this is up to and including Christmas Eve.

If your child or anyone in your household (or support bubble) develops one of the three key symptoms (temperature, persistent cough or loss/change in sense of taste or smell) in those first 6 days, please do contact us immediately.

This will allow us to get in touch with anyone you may have had contact with in school so they may self-isolate quickly, thereby controlling the spread of the virus in our community.

During these 6 days, any coronavirus enquiries, reports of tests and confirmation of results should be emailed to: Headteacher@longwood.staffs.sch.uk This email account will be checked at regular intervals during those first 6 days. Where pupils are required to self-isolate due to contact with a positive case **after** the first 6 days following the end of term, schools do **not** need to be informed about their absence until the first day of the new term.

In your email please be sure to give a preferred contact telephone number for us to contact you on. As we will probably be using our personal phones, please do not be alarmed if the call is from an unknown number.

We will ask you:

- When the symptoms started
- Whether you have tested
- The date of the test (if you have no symptoms)

This will allow us, on the advice of H&S and PHE, to determine who from the school community will need to isolate and for how long.

As I'm sure you will appreciate, this has been a very challenging year and all staff are in need of a well-deserved rest. We kindly request, therefore, that this email account is only used for coronavirus-related concerns. The school office email account will be open again on Monday 4th January (the inset day) for other non-COVID enquiries.

Thanks again for your continued co-operation.

Best wishes,

Mrs P James (Head Teacher)

