

**ST MARY'S CHURCH OF ENGLAND  
(Aided) PRIMARY SCHOOL**

FOUNDED 1789



EXECUTIVE HEADTEACHER:  
**Ms Helen Comfort**  
(B.A.Ed.Hons, NPQH)

ACTING HEAD OF SCHOOL:  
**Mrs Alison Trefler**  
(B.Ed. Hons)

Laureston Place  
Dover, Kent, CT16 1QX  
Telephone: (01304) 206887  
Fax: (01304) 205152  
email:office@stmarysprimary.net  
www.st-marys-dover.kent.sch.uk

***'Learning for life with God as our guide'***

**Tracing COVID-19 Contacts during the Christmas Holidays**

17<sup>th</sup> December 2020

Dear Parent/Carers,

**This letter is applicable only to those parent/carers whose child[ren] were at school on  
Thursday, 17th December (today) and/or Friday, 18th December**

School leaders are required to assist with NHS tracking and tracing for 6 days after the end of term – until and including 24<sup>th</sup> December.

I need you to let me know if your child tests positive for COVID-19 after the end of term **IF**

1. They were at school on Thursday, 17<sup>th</sup> December and/or Friday, 18<sup>th</sup> December **AND**
2. They receive a positive result on Saturday, 19<sup>th</sup> or Sunday, 20<sup>th</sup> December.

**OR IF**

1. They were at school on Thursday, 17<sup>th</sup> December and/or Friday, 18<sup>th</sup> December **AND**
2. They develop symptoms of COVID-19 ( a new continuous cough or a high temperature or a change in sense of taste/smell) during the weekend 19<sup>th</sup> – 20<sup>th</sup> December **AND**
3. You receive a positive test result between 19<sup>th</sup> – 24<sup>th</sup> December.

**OR IF**

1. They were at school on Thursday, 17<sup>th</sup> December and/or Friday, 18<sup>th</sup> December **AND**
2. They have a test as part of the screening programme on Saturday, 19<sup>th</sup> or Sunday, 20<sup>th</sup> December **AND**
3. You receive a positive test result between 19<sup>th</sup> – 24<sup>th</sup> December.

If I am notified of a positive result, as per the above criteria, the relevant school children and staff member contacts will be informed by email and text sent from the school.

I do NOT need to know if your child develops symptoms OR take a test as part of the screening programme after Sunday 20<sup>th</sup> December.

I do NOT need to know if your child has a test which is negative.

I do NOT need to know about parents or siblings who do not attend St Mary's School testing positive.

I do NOT need to know about symptoms unless your child has a positive test result.

I do NOT need to know about anything between 25<sup>th</sup> December and 3<sup>rd</sup> January!

I do NOT need to know if you receive a positive result which does not fall within the above criteria because the NHS Track and Trace service will advise contacts.

continued...

To notify me during the holiday please email [office@stmarysprimary.net](mailto:office@stmarysprimary.net). This is the only account which is guaranteed to be monitored during the relevant time.

Like all of you, no doubt, I am hoping that this school-based track and trace service is not needed however it is important that we are ready and all understand the process in case it is needed.

I hope the way I have set out the information is clear for you – as you can see there are a lot of ‘ifs and buts’!

Do please, of course, keep us updated in the new year with any covid-related information which you are not required to advise us of during the holiday.

Thank you for your attention to this matter.

Yours sincerely



**H Comfort**  
**Executive Headteacher**