

11th December 2020

NSAT Schools approach to the end of term and Contact Tracing between 19th December and 23rd December 2020

Dear Parents, Carers,

Once again, this week has seen a great deal of media attention regarding schools given the opportunity to close earlier for the Christmas break- I would like to confirm that all Northern Star Academies Trust schools will end their term as planned, on **Friday 18th December**. We plan so carefully for our end of term activities and believe that it is vitally important to end what has been a very difficult and challenging term on a positive note.

This week the Department for Education have asked all schools to **remain 'contactable'** for the **first 6 days of the Christmas holidays** so that they can assist with the contact tracing of both pupils and staff who test positive for COVID-19. This is because that individual might have been infectious whilst at school.

To support this process, the NSAT Central Team will be 'on call' from 19th December until 24th December 2020.

What to do if your child has symptoms or as a member of staff you have symptoms?

- **Please take your child to get a test, immediately**

If your child tests positive, please follow the instructions below:

- **Go to your child's school website**
- **Click on the Reporting COVID-19 Form** (this will be obvious)
- **Complete, by informing us of**
 - name of your child, school, year group, date of positive case, parent name, contact number and email address
- **Please follow the advice to self-isolate given by the NHS**

Please find attached the NSAT COVID Triage Flow diagram – this diagram also explains our process.

On behalf of the Northern Star Trust Partnership we wish all our pupils, students, staff and families a very restful and joyous Christmas break. It has undoubtedly been a term and a year to remember and we sincerely hope you can find some rest and solace over this holiday period.

Yours sincerely,



Jenn Plews
Trust Leader (CEO)