



End of term and start of new term guidance
10th December 2020

Dear Parents and Carers,

Following recent Department of Education advice and guidance, I want to make you aware that **we will be open as usual for the last day of term – Friday, December 18th.**

We will not be taking an inset day this day but will be finishing early as planned. There will be a staggered end to the day with the following finish times:

Year 6 – 1.30

Year 5 – 1.35

Year 4 - 1.40

Year 3 – 1.45

We would appreciate the prompt collection of your child in these 5 minute windows.

Track and Trace

We are required to track and trace for the first 6 days of the holidays – **when symptoms have developed less than 48 hours since being in school.** This is the information we have been asked to make all parents, carers and staff aware of:

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.

For the first 6 days after teaching ends, if 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 advising self-isolation, as the individual may have been infectious whilst in school.

At St Cuthbert Mayne, if a pupil meets the criteria above, the parents or carers should email admin@cuthbertmayne.herts.sch.uk to alert us and we will contact you for further clarification and those you have been in close contact with as necessary.

Following the first 6 days after the end of term, you should contact track and trace and you do not have to inform us of any isolation or cases until January 5th, again on admin@cuthbertmayne.herts.sch.uk

Next Term

Please be aware that the first day of the Spring Term for pupils is **Wednesday, January 6th.**

From January 6th, we are making a few small changes to our timings:

Years 5 & 6 should arrive between 8.45 and 8.55 – registration is at 8.55 (no change)

Years 3 & 4 should arrive between 8.50 and 9.00 – registration at 9am (moved 5 minutes earlier)

For Years 3 & 4 Please could you not come to the gate before 8.50 to allow the free flow for Years 5 and 6. Please could Years 5 & 6 aim to be in by 8.50 but no later than 8.55 when registration is taken. If anyone arrives after 9am they will continue to be asked to ring the school office to request admission from the playground gate. All other arrangements remain the same.

In school we are changing the order of lunch times with Years 3 & 4 having lunch between 11.30 and 12.30; Years 5 and 6 will have lunch between 12.30 and 1.30.

Further Official Guidance

Remember as soon as your child or any member of your household develops symptoms, they must start self-isolating immediately and book a test.

Main symptoms of coronavirus are:

- a high temperature
- a new, continuous cough – this means coughing a lot, for more than an hour, or 3 or more coughing episodes in 24 hours
- a loss or change to sense of smell or taste – this means they cannot smell or taste anything, or things smell or taste different to normal

If you're not sure whether symptoms suggest that they have coronavirus or an everyday cough or cold, you can consult this online NHS symptom checker:

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

Please do not send children back to school if any of the following apply:

- they have symptoms of COVID-19
- they, any members of your household, or any close contacts (including extended family or friends they have seen and bubbles over Christmas and New Year) have tested positive for COVID-19
- they haven't completed the full 14 day isolation period requested

Thank you for your continued co-operation and vigilance, you have been superb in following all the guidance and routines around school.

Kind Regards

Mrs Smith
Headteacher

