



**Queen Katharine  
Academy**



**Principal: Mrs Lynn Mayes**  
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Our Ref LM/jd

16<sup>th</sup> December 2020

Dear Parent/Carer,

Thank you for the support you have shown the academy as we have adapted to the challenges presented by the government's Covid-19 guidelines this term. As I communicated last week, the last day of term for our students will be a half day, finishing at 11.15am, and will remain Friday 18<sup>th</sup> December. We will reopen to students, as planned, on Tuesday 5 January 2021.

### **What to do if my child tests positive for Covid-19 during the Christmas holidays?**

The table below summarises what to do if your child tests positive during the holiday period. In all cases we ask that you email us at: [info@qka.education](mailto:info@qka.education)

Symptoms began on (or date of positive test if asymptomatic)	How to contact the school	Action Required
Between Wed 16 <sup>th</sup> – Fri 18 <sup>th</sup> December	<ul style="list-style-type: none"> <li>During the day phone <b>01733 383888</b></li> <li>Out of hours email <a href="mailto:info@qka.education">info@qka.education</a></li> </ul>	<ul style="list-style-type: none"> <li>Parents inform school immediately identifying any close contacts their child had at lunch and travelling to and from school.</li> <li>School will notify individuals within respective bubble who may have come into contact.</li> <li>School will notify individuals who will have to self-isolate for 10 days over the Christmas period.</li> </ul>
Saturday 19 <sup>th</sup> Dec	Email <a href="mailto:info@qka.education">info@qka.education</a>	<ul style="list-style-type: none"> <li>Parents inform school immediately identifying any close contacts their child had at lunch and travelling to and from school.</li> </ul>

		<ul style="list-style-type: none"> <li>School will notify individuals within respective bubble who may have come into contact Thursday 17<sup>th</sup> and Friday 18<sup>th</sup> December.</li> <li>School will notify individuals who will have to self-isolate for 10 days over the Christmas period.</li> </ul>
Sunday 20 <sup>th</sup> Dec	Email <a href="mailto:info@qka.education">info@qka.education</a>	<ul style="list-style-type: none"> <li>Parents inform school immediately identifying any close contacts their child had at lunch and travelling to and from school.</li> <li>School will notify individuals within respective bubble who may have come into contact on Friday 18<sup>th</sup> December.</li> <li>School will notify individuals who will have to self-isolate for 10 days over the Christmas period.</li> </ul>
Monday 21 <sup>st</sup> Dec – Mon 4 <sup>th</sup> Jan	Email <a href="mailto:info@qka.education">info@qka.education</a>	<ul style="list-style-type: none"> <li>Unless testing was delayed following onset of symptoms, the case was not in the school setting when infectious and it is unlikely there will be further action from school in the holidays.</li> <li>You will receive an automated reply, but your information will be logged by on 4 January.</li> <li>You must also engage with *NHS Test and Trace.</li> </ul>

**\* After the period when the school is responsible for test and trace, it is the parents' responsibility to notify close contact family and friends and follow advice as per NHS Covid-19 guidelines:**

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

In order to ensure these arrangements, work effectively and minimise the risk of compromising families' Christmas break, please adhere to the following:

- Parents to seek tests via testing centres rather than via postal tests as this can significantly delay confirmation of results. Results are normally forthcoming in 24 hours via test centres.
- Parents to notify school if children have symptoms after schools close (as outlined above) – even when waiting for a test result, families can be advised to take necessary steps whilst awaiting confirmation.
- So as to minimise the risk of infection within school (and the wider community) please ensure you continue to adhere to social distancing protocol.

If there is anything you are at all unsure about regarding these arrangements, please contact the school before the end of term.

I would also like to wish all our families a happy and safe Christmas.

Yours sincerely

A handwritten signature in black ink that reads "Lynn Mayes." The signature is fluid and cursive, with a large initial 'L' and a trailing dot at the end.

**Lynn Mayes**  
**Principal**