



Oakdene Primary School

Low Grange Avenue
Billingham
TS23 3NR

Executive Head Teacher: Mrs E A Bramley B.A. (Hons) with Q.T.S., N.P.Q.H.

Telephone: 01642 560768
Fax: 01642 560942
Email: oakdene@oakdeneprimary.org.uk

15th December 2020

Dear Parent/Carer,

Thank you for your continued support over the last few months. It has been a very difficult time for everyone, and your support has been greatly appreciated by all our school community.

As a school we agreed that we will close on our original planned date which is 18th December 2020. However, due to the on-going pandemic and to support the government Track and Trace system the following measures will be in place during these holidays in line with Department for Education guidance:

- For the **first 6 days** after teaching ends, (19th December to the 24th December) if a pupil or staff member tests positive for coronavirus (COVID-19), having developed symptoms **within 48 hours of being in school**, the school can be contacted to assist in identifying close contacts and advising self-isolation, as the individual may have been infectious whilst in school.
- The Executive Head Teacher will not remain on-call or conduct any contact tracing more than 6 days after the final day of teaching. **No coronavirus contact tracing will be expected of school staff beyond Thursday 24 December.**

- **Please inform Mrs Bramley by email to this address: ODcovidtestresults@oakdeneprimary.org.uk**
- **Please do not use the normal school email/teacher emails.**
- **Please email the following information:**
- Date and time of first symptoms
- Last date of attendance in school
- Proof of a positive test result for your child attending Oakdene
- Confirm the phone number you would like to be contacted on

No need to contact school if:

- 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.
- A pupil or staff member is required to self-isolate for 10 days 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 – Monday, 4th January 2021.
- You need advice re: Coronavirus. Please phone 111 or 119 for medical advice.
- You have any general queries.

If your child attends another setting as well as Oakdene it is your responsibility to inform them using their reporting procedures.

This email has been set up purely for the first six days following 18th December to support the government Track and Trace system.

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I'm sure you will agree that Mrs Bramley has worked tirelessly and successfully this term to ensure that Oakdene has provided a safe environment for children and staff. Mrs Bramley has a young family and it is disappointing that she will not be able to fully switch off for the first week of her well-deserved Christmas break as she will need to check for any alerts.

Please read this information carefully and **only make contact should it be absolutely necessary.**

I hope this letter clarifies the school's position during this period and I and the Governing Body would like to wish you all a very Merry Christmas. With luck, all of your children will stay happy and healthy and they will be able to enjoy the break that they deserve.

With warmest regards

Mrs Carole Goodchild
(Chair of Governors)

