



**Head Teacher: Sarah Edwards**

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School Fund Charity Number: 1096974**

Dear Families,

You may have heard or read in the news that schools are able to take an extra INSET day on December 18th; this is slightly misleading as the offer is simply to rearrange one of the planned INSET days from the remainder of this academic year, or use one from the following year.

The thinking behind this is that school leaders will then only need to be available until 23rd December regarding NHS Test and Trace procedures, and not the 24th. As the benefit to families is outweighed by the potential disruption caused in trying to secure childcare, I have decided that school will remain open on the 18th December. The INSET day on 4th January will remain however, and pupils will be welcomed back to school on Tuesday 5th January. This is a day, which you will already be aware of.

During this period, there are some important points to note, however:

Date Pupil or staff member displaying Covid 19 symptoms? Alert the school on [head@springwater.n-yorks.sch.uk](mailto:head@springwater.n-yorks.sch.uk)

December 18th Last day of school for pupils and staff

December 19th Yes school will assist with track and trace procedures Yes

December 20th, 21st, 22nd and

23rd



December 24st – January 3rd If the answer is yes, then → Do not alert the school yet – families to follow contact tracing instructions provided by the NHS test and trace services. Families to inform school on January 4th.(INSET day)

December 24th – January 3rd Where pupils test positive six days or more, following the last day of term, families do not need to inform the school until the INSET day January 4th 2020. Inform school on January 4th and follow guidance for continuing self-isolation.

Best wishes,

Sarah Edwards

Many thanks,

*Sarah Edwards*

Sarah Edwards  
Head Teacher

