



# Wallace Fields Infant School & Nursery

Wallace Fields, Ewell, KT17 3AS

0208 394 0647 [www.wfis.co.uk](http://www.wfis.co.uk)

[office@wallace-fields-infant.surrey.sch.uk](mailto:office@wallace-fields-infant.surrey.sch.uk)

*"High achievement and success with a smile."*



Dear Reception, Year 1 and Year 2 parents

14<sup>th</sup> December 2020

## Informing the school of a positive COVID-19 result during the Christmas holidays

As you may have read or seen in the news over the last week, the government has made a last minute announcement to allow schools to take Friday 18<sup>th</sup> December as an INSET day to close a day earlier than planned. As this is not an additional day and as we have our INSET days for the year already planned we have made the decision to continue to open as originally planned. We are also aware that the last minute change can cause difficulties with childcare arrangements and all INSET days have been set with the Junior School, we also have lots of lovely Christmas activities for the children to enjoy on the last day of term that we would not want them to miss out on!

In collaboration with WFJS, we have decided that **Wallace Fields infant school will be remain open on Friday the 18<sup>th</sup> December** but will close at an earlier time as previously advised. To remain in line with our protective measures policy we will be staggering the collection times for the classes. Therefore please take note of the collection times for your child's class.

Class	Collection time
Bumblebee	12:55
Badger	12:55
Kingfisher	12:55
Butterfly	13:05
Hedgehog	13:05
Owl	13:05

As part of this communication from the Department for education have requested school leaders to continue to assist with contact tracing for 6 days following the final day of teaching. Therefore if a pupil or staff member tests positive for coronavirus (COVID-19), having developed symptoms within 48 hours of being in school, the school will work to identify close contacts and advise these families if self-isolation is necessary, as the individual may have been infectious whilst in school.

Where a pupil or staff member tests positive for coronavirus (COVID-19), having developed symptoms more than 48 hours since being in school, then you must follow contact tracing instructions provided by NHS Test and Trace.' Where a pupil or staff member tests positive for COVID-19 please inform the school via the new email address: [covid19@wallace-fields-infant.surrey.sch.uk](mailto:covid19@wallace-fields-infant.surrey.sch.uk). A member of the Senior Leadership Team will be monitoring this inbox until 24<sup>th</sup> December 2020. This email address can also be used for all future communications when informing the school about self-isolation and positive and negative tests.

If you need to contact this email account, it would be very helpful if you could confirm the following information.

- Your child's full name and class
- The date of their first onset of symptoms
- Their last day of attendance in school
- Date of positive test (including a screen shot of the email or text)
- A contact phone number

*Wallace Fields Infant School & Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*





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We will then review seating plans and groupings to identify a group of potential close contacts for that pupil. At this point families of all those identified as having been a potential close contact, will be contacted by phone or email, advising their son or daughter to self-isolate for a period of 10 days from their latest point of contact (as per the latest Government Guidance which applies as of 14<sup>th</sup> December 2020).

Please see below for guidance on isolation periods.

Guidance on Isolation Period		
Date of pupil with positive case last being in school	48 hour window from last day in school	Final day of isolation period
Friday 18 <sup>th</sup> December	Sunday 20 <sup>th</sup> December	28 <sup>th</sup> December 2020

Thank you for your continued support in what has been a very busy first term. We hope our WFIS & Nursery families have a well-deserved rest over the Christmas period. Please remember to stay safe and well.

Yours sincerely

*Jamie Hallums      Nicky Mann*

Mr Jamie Hallums and Miss Nicky Mann  
Co- Head Teachers

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