



Executive Headteacher - Mrs. Judith Jones
 Chair of Governors – Dr. Kirsty Byrne
 Carleton Rode - Email: office @carletonrode-primary.norfolk.sch.uk
 Web: www.carletonrodeprimaryschool.com
 Tel: 01953 789384
 Forncett St. Peter - E-mail office@forncett.norfolk.sch.uk
 Web: www.forncettschool.org
 Tel: 01508 530506



10/12/20

Dear Parents and Carers,

The DfE told school leaders earlier this week that we can choose to close on Friday 18th December to all children and offer a remote INSET (staff training) day for staff instead should we wish to. If we were to make this choice, we would then have to make up the lost teaching time for all the children by adding an extra day for them later this academic year.

Both Carleton Rode and Forncett St. Peter schools **will be staying open to all children on Friday 18th December**. We feel that this DfE announcement was made too late for families to organise childcare, for arrangements to be in place for those entitled for free school meals and for meaningful staff training to be offered.

The chart below identifies when you would need to contact me in the holidays so that I can do contact tracing if your child has a positive test for coronavirus once we have broken up.

If their symptoms began up to and including Friday 18th December, you will need to notify me as soon as you can so I can support with contact tracing as other children and staff may be affected and need to isolate as quickly as possible to limit the spread.

Please use only head@carletonrode-primary.norfolk.sch.uk or head@forncett.norfolk.sch.uk (either works for both schools) to contact me if your child develops symptoms of coronavirus or tests positive. **Please do not email teachers or office addresses as these will not be checked.** After Monday 21st, please follow the instructions given by the NHS track and trace team and inform me by email if this is advised by the NHS team.

I will check my emails very regularly to pick up any messages from you from Saturday 19th-Monday 21st and after this I will check daily.

| Scenario A - No INSET Day on 18 th Dec | | | | |
|---|--------------------------------------|---|---|------------------------------|
| Symptoms began on (or date of positive test if asymptomatic) | Between Mon 14/12/20 to Fri 18/12/20 | Sat 19/12/20 | Sun 20/12/20 | Mon 21/12/20 to Sun 03/01/21 |
| Setting Responsibility: | Yes: | Yes: | Yes: | No: |
| In-school/setting contact tracing required IF POSITIVE CASE HAD BEEN IN SETTING | As normal | Contact trace for Thursday 17 th and Friday 18 th | Contact trace for Friday 18 th | Case was not in setting |

Here's hoping everyone stays well and there are no cases.

Best wishes,

Judith Jones



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