



Acting Head Teacher – Ms A Duffy
 St Modwen's Catholic Primary School
 Tutbury Rd, Burton on Trent, DE13 0AJ



14th December 2020

Dear parents/carers

Pupils: School Track and Trace Reporting Arrangements for the Christmas Period – IMPORTANT INFORMATION PLEASE READ!

The Local Authority and Public Health England require schools to continue with their Track and Trace reporting over the Christmas holiday period. Please use the Absence reporting function in ParentMail to inform school if:

Tell us if...	What do you need to tell us?
1. Your child has received a positive COVID-19 test results	Your child's name Your child's class If they have any siblings in school in other classes Date they received positive COVID-19 test result Date they began displaying COVID-19 symptoms
2. Your child has been advised to self-isolate by the Local Authority/Public Health England/NHS	Your child's name Your child's class If they have any siblings in school in other classes Dates your child has been advised to self-isolate to and from
3. Your child is displaying COVID-19 symptoms and is awaiting the results of a COVID-19 test	Your child's name Your child's class If they have any siblings in school in other classes Date they began displaying COVID-19 symptoms Date they have gone for the COVID-19 Test Please also inform school of the outcome of the COVID-19 Test result

It is important that you continue to advise school of the above throughout the Christmas Holiday period as school is required to continue to liaise with Public Health England to manage any potential outbreaks which may occur. School will be continuing to advise parents, via ParentMail, of any outbreaks and lock-down of 'Class Bubbles' over the Christmas Holiday period which may affect their children/family.

PLEASE ENSURE YOU REPORT THE ABOVE TO SCHOOL VIA PARENTMAIL AND NOT THE SCHOOL OFFICE E-MAIL ADDRESS. SCHOOL WILL ONLY BE MONITORING ATTENDANCE REPORTED THROUGH PARENTMAIL OVER THE CHRISTMAS HOLIDAY PERIOD.

Yours sincerely,

Ms A Duffy
 Acting Headteacher