

The Federation of Heathfield and St Francis Schools



Oldbury Way, Fareham, Hampshire PO14 3BN

Executive Headteacher
Rachel Weldon NPQH BA (Hons) PGCE



14 December 2020

Dear Parents and Carers

I am sure you will have seen that schools continue to be responsible for track and trace in the Christmas holidays. Therefore, should your child develop Covid symptoms within 48 hours of finishing school (up to Sunday 20 December @1pm) and they subsequently receive a positive Covid result, you **must** inform the school by emailing using the following address only:

a.federation@st-francis.hants.sch.uk

You do not need to let the school know if the test is negative and please do not use any other method to contact the school.

This email account will be checked at 10.00am every day, up to and including Christmas Eve. It will not be checked thereafter.

Should we receive notification of a positive case, we will notify you that your child needs to self-isolate. We will send you a text message that says when your child had contact with the positive case. S/he will need to isolate 10 days from the date of the contact. Please see the following website for more information on self-isolating:

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/how-long-to-self-isolate>

I genuinely hope that we do not have to put any of this into practice but we need to be prepared just in case.

Thank you in advance.

Yours sincerely



Rachel Weldon
Executive Headteacher