



## The White Rose Federation

Executive Headteacher: Suzanne MacDonald B.Ed. (Hons), NPQH  
Co-Chair of Governors: Rev. Anna Burr Co-Chair of Governors: Jenny Brown

Barlow C of E Primary School  
Park Road  
Barlow, YO8 8ES  
01757 618319  
[admin.barlow@wrfed.co.uk](mailto:admin.barlow@wrfed.co.uk)

Burton Salmon Community Primary School  
Ledgate Lane  
Burton Salmon, LS25 5JY  
01977 672405  
[admin.burton@wrfed.co.uk](mailto:admin.burton@wrfed.co.uk)

Chapel Haddlesey C of E Primary School  
Millfield Road  
Chapel Haddlesey, YO8 8QF  
01757 270282  
[admin.chapel@wrfed.co.uk](mailto:admin.chapel@wrfed.co.uk)

11<sup>th</sup> December 2020

Dear Parents / Carers,

You may be aware that the Department for Education (DfE) released the following information earlier this week:

*To ensure that staff get the time off they need and deserve, schools may wish to use an INSET day, making Friday 18<sup>th</sup> December a non-teaching day and using the day for staff training, which could be delivered online.*

*In all circumstances, teaching time must be made up at another point in the academic year. You should not limit attendance at school before Friday 18<sup>th</sup> December. It remains vital for all children to be in school up to the last day of teaching.*

*We recognise this communication has arrived with schools late in the term but would ask schools to be as helpful to parents as they can by sharing any changes to end of term arrangements as soon as possible, particularly where schools choose to make Friday 18<sup>th</sup> December a non-teaching day. Your support with this is appreciated.*

*We recommend all schools ensure staff, parents and carers are aware of the following information and relevant arrangements regarding positive cases in the holidays:*

- Where a pupil or staff member tests positive for coronavirus (COVID-19), having developed symptoms **more than 48 hours** since being in school, the school should not be contacted. Parents and carers should follow contact tracing instructions provided by NHS Test and Trace.
- For the first 6 days after teaching ends, if a pupil or staff member tests positive for coronavirus (COVID-19), having developed symptoms **within 48 hours of being in school**, the school is asked to assist in identifying close contacts and advising self-isolation, as the individual may have been infectious whilst in school. Please contact the school using the COVID email address: [covid@wrfed.co.uk](mailto:covid@wrfed.co.uk)
- School staff are not being asked to remain on-call or conduct any contact tracing more than 6 days after the final day of teaching. Where a schools last teaching day is on Thursday 17<sup>th</sup> December, there should be no pupil contact tracing asks beyond Wednesday 23<sup>rd</sup> December.

**I am writing to make you aware that we have considered this new guidance but we have decided not to alter our pre-planned INSET days. As a result, the school will be open as normal on Friday 18<sup>th</sup> December.**

Yours sincerely,

Suzanne MacDonald  
Executive Headteacher