

LANCASTER ROYAL GRAMMAR SCHOOL

East Road Lancaster LA1 3EF

Tel: 01524 580600 Ext: 205

Email: cpyle@lrgs.org.uk



18th December 2020

Dear parents

Please see below the procedure for reporting any Corona virus cases over the Christmas holidays.

- If a pupil or staff member tests positive for COVID-19, having developed symptoms **after 2.30pm on Sunday 20th December**, the school **does not need to be contacted**. This is because they will be out of the 48-hour window for close contacts. Anyone testing positive should follow contact tracing instructions provided by NHS Test and Trace.
- If a pupil or staff member develops symptoms **before 2.30 pm on Sunday 20th December** and need to have a test, school must be immediately informed so that we know that we are awaiting the test result and can act on this if necessary. Please use the dedicated school email address to do this covid@lrgs.org.uk **NB: This email will be monitored until Christmas Eve and must only be used to report symptoms and subsequent test results. Any other communication will not be dealt with and may be deleted. Other email accounts will not be monitored over the holidays.**
- Where pupils are required to self-isolate due to contact with a positive case after the first 6 days following the end of term, schools do not need to be informed about their absence until the first day of the new term.

Start of term

The government has just announced a staggered return in January. We will update you with any further details:

- **Monday 4th January:** Staff inset day with no teaching.
- **5th – 8th January:** Years 7, 8, 9, 10 and L6 will be taught remotely at home. Year 11 & Upper Sixth attend school.
- **Monday 11th January:** All pupils return to school.

With best wishes for the holidays.

Yours sincerely,

Mrs Sue Knight
Headmaster's PA