**End of term – advice for schools**

To ensure that staff get the time off they need and deserve, schools will use an INSET day, making Friday 18 December a non-teaching day and using the day for staff training.

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

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| * 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. * School staff are not 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 December, there should be no pupil contact tracing asks beyond Wednesday 23 December. |

For the first 6 days after the end of term, schools are not asked to be on-call at all times. Staff responsible for contact tracing will access the school website email address [website@stjohnandjames.enfield.sch.uk](mailto:website@stjohnandjames.enfield.sch.uk) daily and will inform the Department for Education coronavirus (COVID-19) helpline and PHE advice service are available to support with any queries about positive cases in our school.

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.