



Track and Trace and Safeguarding over the Holiday Period

The UTC Reading staff team are now taking a very well-deserved break over the Christmas and New Year period during which time all staff have been encouraged not to engage with work and emails unless they wish to.

The UTC Reading building will be completely closed from Friday 18th – Sunday 3rd January, and phones will go to answerphone only.

UTC Reading Covid-19 procedure: 18th December 2020 – 23rd December 2020

Please see the procedure below in response to the DfE's request for schools to continue their "Track and Trace" function for agreed six day window of the Christmas holidays. This will allow enough time for positive Coronavirus (COVID-19) cases to be identified and confirmed by a test and for relevant contacts in the education setting to be traced.

18th December

All Covid-19 cases to be reported as normal to UTC Reading by sending confirmation of positive case to enquiries@utcreading.org.uk.

19th December 2020 – 23rd December 2020

Pupils and staff members who test positive for Coronavirus (COVID-19), having developed symptoms within 48 hours of being in school, must report all POSITIVE test results to UTC Reading via enquiries@utcreading.org.uk

UTC Reading staff have been identified to monitor the email address at 10am each morning, so just once a day.

UTC Reading staff are not asked to remain on-call or conduct any contact tracing more than six days after the final day of teaching. Where UTC Reading's last teaching day was on Thursday 17 December, there should be no pupil contact tracing asks beyond Wednesday 23 December.

On receipt of a positive student case, the UTC Reading Covid response system will be put in place. We will assess what staff/students have been in contact with the person.

Letters will be sent by email/parent mail to all those that need to self-isolate. We will not be making phone calls to parents and students.

UTC Reading will still report positive cases to both their local PHE and the DfE.

24th December – Tuesday 5th January 2020

Where a pupil or staff member tests positive for Coronavirus (COVID-19), having developed symptoms more than 48 hours since being in UTC Reading, the school should not be contacted. Parents and carers should follow contact tracing instructions provided by NHS Test and Trace.

Safeguarding Enquiries – dsl@utcreading.org.uk

Jax Snipp - Designated Safeguard Lead and Jackie Wynter - Deputy DSL

This mailbox is monitored during the school day from 8am until 5pm Monday to Friday. If you require urgent assistance outside these hours or during school holidays, you can seek support from one of the following organisations who are available both evenings and weekends. These are:

www.samaritans.org

www.kooth.com

www.childline.org.uk

Someone from the UTC Reading Safeguarding team will respond to your email when we are back in school.

Thank you for your patience and support as ever.

From all of the UTC Reading team, we wish you a very restful holiday period and a Happy New Year.

Kind Regards

Jonathan Nicholls

Principal, UTC Reading