



**The Federation of St Francis Special School  
Lincoln and Lincoln St Christopher's School**

**Headteachers Mrs H Todd & Mrs F Crowther**

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Dear parents/carers

10<sup>th</sup> December 2020

**RE: government recommendation**

I am writing to clarify a query that parents have shared.

You may have seen that in the media the government have suggested that schools should shut on Friday 18<sup>th</sup> December to allow staff chance to be Covid free before Christmas. This does not apply to our school as we are already shut on Friday 18<sup>th</sup> December as part of our normal term time dates. The last day in school for staff and students is Thursday 17<sup>th</sup> December.

However, I will still be available to support with track and trace in the event that a staff member or student tests positive for Covid over the Christmas holiday period. Therefore please can I ask that even when we break up for Christmas please email [kyna.adkins@lincolnstchristophers.com](mailto:kyna.adkins@lincolnstchristophers.com) if your child test positive for Covid over the holidays. I will be asking staff to do the same.

If the test is within 48 hours of being in school we will follow our track and trace system to ensure all staff and students who have been in contact with a positive case are informed. If it is after the 48 hour period I will record this for information and will be able to support with advice.

I very much hope that all of your family and friends are able to remain safe and well over the Christmas holidays to celebrate the end of a very challenging year.

Yours sincerely

*Kyna Adkins*

Kyna Adkins  
Head teacher