

17 December 2020

Dear Parents/Carers,

Throughout the pandemic, parents have worked closely with school to inform us of positive pupil cases. This has enabled school to work with Public Health to ensure that swift track and trace procedures have been actioned. Working in partnership has been vital in keeping our school community safe – Thank you.

As we will be shortly entering the Christmas holiday period, we wanted to ensure that parents are aware of how to contact school in the case of *an out of hours* positive pupil case.

What to do:

- If your child tests positive for COVID-19, up to and including Saturday 19 December, please contact school promptly using the out of hours contact form which can be found on the school website, under the coronavirus tab. A member of the Senior Leadership will ring you to confirm details and action track and trace procedures with Public Health. As we will be closing for the Christmas break on Thursday 17 December at our normal times, the last date for school track and trace procedures to apply will be Saturday 19 December.
- If your child tests positive for COVID-19 on Sunday 20 December – Sunday 3 January, please follow contact tracing instructions provided by NHS Test and Trace.
- Please remember to contact school in the usual way if your child is self-isolating on Monday 4 January and is unable to return to school.

Thank you again for your continued support.

Yours sincerely,

Miss L. Hall
Head of School