



11 December 2020

Dear Parents

On Tuesday, the DfE set the conditions so that schools may end this term slightly earlier than planned. Part of the reason for this decision is the acknowledgement that schools retain the duty to contact trace for a period of six days after the end of term which is a key element in managing the spread of COVID-19.

We know that you will want to be able to plan as best you can so we wanted to inform you as soon as possible about our decision. We have looked at a range of factors, including projected staffing capacity, and taken the view that the best thing to do for the students is to close on 18 December. **As a result, the last day of onsite attendance will be Thursday 17 December.** The schools will invoke their contingency planning and Mr Hartley will write to you separately with the details about that.

*Please note that up to the end of term, all the current requirements for notifying us of positive test results and track and trace remain.*

With regard to possible notifications of positive COVID cases at the end of term, there are three very important messages for parents:

1. Parents should inform the school if:
  - a) their child developed symptoms within 48 hours of being in school, **and**
  - b) they receive a positive test result up to and including Wednesday 23 December
2. In all other situations over the holidays, and from 24 December onwards, parents should get in touch directly with NHS Test and Trace. The school will not pick up any messages sent after 3pm on 23 December.
3. Your child's school will **have a duty to contact you** up until the end of the day on 23 December if your child has been in close or prolonged contact with a positive case of COVID 19 and that this would consequently mean a period of self-isolation.

We all realise that having to isolate just before Christmas would be awful, but this is an important step in supporting Public Health England in reducing community spread of the virus. *Please can I respectfully ask for your understanding if it is necessary to make that call to you.*

Thank you for your understanding

Yours faithfully

Miss M Davies  
Chief Executive Officer