

8<sup>th</sup> December 2020

Dear Parent/Carer,

I am writing to you following the schools daily COVID-19 update from the Department for Education. Schools are now required to ensure that they have systems in place to receive information on positive tests from pupils and staff and are able to share this information with those who may need to self-isolate as a result of being in contact with a positive case for the first six days from the last day of term for pupils.

During the first few days of the Christmas holidays please continue to use the school mobile between 10am and 2pm – **07912 379506** – to report any positive tests up until **4pm on Tuesday 22<sup>nd</sup> December**. We will track and trace up until then and will inform you of any situation where your child needs to self-isolate.

Schools have also been asked to *'ensure that staff get the time off they need and deserve, schools may wish to use an INSET day, making Friday 18 December a non-teaching day'* the advice goes on to say *'We recognise this communication has arrived with schools late in the term but would ask schools to be as helpful to parents as they can by sharing any changes to end of term arrangements as soon as possible, particularly where schools choose to make Friday 18 December a non-teaching day. Your support with this is appreciated.'*

As Friday 18<sup>th</sup> December was already an INSET Day, ELAT have agreed that we will take the Thursday 17<sup>th</sup> December as an extra INSET day to try to further protect our community from the need to self-isolate over the Christmas period. Therefore, this term we will be **finishing on Wednesday 16<sup>th</sup> December at 2.30pm** for the whole school. Further details can be found on the accompanying letter from Mr Cole. Please accept my apologies for the late notice in receiving this, but we only received this advice late on Tuesday afternoon.

I would like to take this opportunity to thank you for all the support you have given over this very difficult term and to wish you all a Merry Christmas and a happy, healthy New Year. Take care.

Best wishes,



**MR W THOMPSON**  
**PRINCIPAL**