

26th May 2021

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Executive Principal: Miss JK Tomlinson

Dear Parent/Carer

Half Term Holiday – Contact Tracing Arrangements

As we approach the May Half Term break, I write to provide all parents/carers with details of the academy's arrangements for supporting contact tracing for any positive coronavirus (Covid-19) pupil cases over the academy closure period.

The academy will support with requirements to trace close contacts of positive cases for a six day period beginning Saturday 29 May through to Thursday 3 June inclusive.

This is on the basis that this will allow enough time for positive coronavirus cases to be identified and confirmed by a test and for relevant contacts in the education setting to be traced.

For the first 6 days after teaching ends, if a pupil tests positive for coronavirus, having developed symptoms **within 48 hours of being in the academy**, the academy is required to assist in identifying close contacts and advising self-isolation, as the child may have been infectious whilst in the academy.

Where a pupil tests positive for coronavirus, having developed symptoms **more than 48 hours** since being in the academy, the academy do not need to undertake track and trace. Parents and carers should follow contact tracing instructions provided by NHS Test and Trace.

The academy will not contact trace from Friday 4 June and for the remainder of the half term closure period.

Notifying positive Covid-19 cases

In order for the academy to support contact tracing requirements; if your child tests positive during the academy closure period, we kindly ask you to complete an electronic questionnaire and parent/carers declaration which can be accessed at: <https://forms.office.com/Pages/ResponsePage.aspx?id=EENLhb8NQUKuQU3wpPjBkvPk5kKe-nhPmtF8ayE89qFUOTVQNDZZVThIRzdURVAwUE5JTzZJT1YxUS4u>

On receipt of the questionnaire the following applies:

- **Between the period Saturday 29 May and Thursday 3 June:**
 - The academy will periodically check for responses to the questionnaire in order to make contact with any close contacts identified as a result of a positive Covid-19 case.
 - **This is the only way in which you can notify the academy of a positive case.**
 - The academy telephone contact number and the academy contact email address **will not** be monitored over the half term break.
 - If your child is identified as a close contact; you will be contacted by telephone confirming that this is the case, providing isolation details and advice.
 - A follow up letter will also be issued confirming this isolation advice.

- **From Friday 4 June;**
 - Parents/carers are still kindly asked to complete the electronic questionnaire if your child tests positive for coronavirus.
 - Whilst responses will not be picked up straight away, they will be accessed on the return to the academy.
 - Questionnaires completed from Friday 4 June onwards will not be reviewed for contact tracing as this is not a requirement asked of schools from this date.
 - However, the questionnaire will assist in informing the academy of anticipated attendance at the point we re-open on Monday 7 June 2021.

I sincerely hope that all pupils, parents and carers remain fit and well during the half term break. I hope the information contained within this letter assures you of our procedures should that not be the case in relation to Covid-19.

I wish you all a restful and half term break.

Yours sincerely,



Miss JK Tomlinson
Executive Principal