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Head of School: Catherine Assink

27th May 2021

Dear Parents and Carers

Track and Trace during the break

As we come towards the end of term we know the Covid-19 virus has affected many families. In order to continue to safeguard everyone as much as possible, please can you follow the advice below.

Let us know **straight away if your child tests positive for Covid-19** during the period **28th May to 6th June 2021**. This is in addition to Track and Trace, you should still follow the usual Track and Trace procedures.

To make this process as simple and quick as possible we will have the following system in place.

- From **28th May to 6th June 2021 inclusive** the school **answerphone** will be set up as a dedicated reporting line for **POSITIVE STUDENT COVID TEST REPORTING ONLY**.
- **The phone number is 01234 407100.**
- Please leave your name, your child's name, your child's class and a contact telephone number. We will only call you back if we can't hear your message properly. We would only divulge necessary details to Public Health England and never to any other families.
- Please **do not send emails** as the inbox is not being monitored during this time.
- The school **answerphone will be regularly monitored** during this time and anyone who needs to be notified can be contacted quickly.
- Parents of students who have been in contact with someone with a positive Covid-19 test result will be sent a text message so that their child can **self-isolate for 10 days**.

I wish you all a restful and happy time and look forward to welcoming the students **back to school on Monday 7th June 2021**.

Yours faithfully

Mrs A Morris
Acting Head of School

