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Mrs C Dancer BA (Hons) QTS

16<sup>th</sup> December 2020

Dear Parents and Carers

We are pleased that we have been able to keep the school open this term and we appreciate your support in keeping Holly Lodge a safe place for our children.

### Latest Covid Guidance from the DFE

*"We recommend all schools ensure staff, parents and carers are aware of the following information and relevant arrangements regarding positive cases in the holidays:*

*- Where a pupil or staff member tests positive for coronavirus (COVID-19), having developed symptoms more than 48 hours since being in school, the school should not be contacted. Parents and carers should follow contact tracing instructions provided by NHS Test and Trace.*

*- For the first 6 days after teaching ends, if a pupil or staff member tests positive for coronavirus (COVID-19), having developed symptoms within 48 hours of being in school, the school is asked to assist in identifying close contacts and advising self-isolation, as the individual may have been infectious whilst in school.*

*School staff are not asked to remain on-call or conduct any contact tracing more than 6 days after the final day of teaching. Where a schools last teaching day is on Thursday 17 December, there should be no pupil contact tracing asks beyond Wednesday 23 December."*

As above, the government has announced that schools are required to continue the test and trace process for the first six days of the Christmas holiday. **If there were to be a case in school it is important that parents are aware that, up to and including 24<sup>th</sup> December 2020, we may need to inform you that your child has been in close or prolonged contact.**

**Should your child receive a positive Covid-19 test result between the end of term and Christmas eve, you must inform the school.**

As school will be closed for the Christmas holidays, the telephone lines won't be manned. Therefore **we ask that you contact us by email:**

[info@hollylodge.kite.academy](mailto:info@hollylodge.kite.academy)

Please title your email "**Pupil Covid-19 Test and Trace**"

We ask that you include the following:

- Your child's name
- Your child's class
- The last date they attended school
- Your contact telephone number



The Kite Academy Trust is a charitable company limited by guarantee registered in England and Wales  
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The inbox for this email address will be checked each morning and afternoon between Monday 21<sup>st</sup> and Thursday 24<sup>th</sup> December. Please note that you may not receive an immediate reply, but we will respond to you as soon as possible.

(Email enquiries relating to anything else other than Pupil Covid-19 Test and Trace will be responded to when school reopens on 5<sup>th</sup> January 2020)

Of course we hope that there won't be any instances of pupils receiving a positive Covid-19 test, but appreciate your continued support to ensure the safety of pupils, families and staff. We wish you all a very safe and happy Christmas and look forward to seeing you back in 2021.

Kind regards

Mrs C. Dancer  
Academy Head

