

14 December 2020

Dear Parent/Carer,

**URGENT & IMPORTANT : Reporting positive COVID-19 cases over the Christmas period**

I would like to start by thanking you all for the support that you have given the academy over the last term. This has been a very busy and difficult time for us all - at home and school. All staff in the academy have worked hard to ensure all children inside and outside the classroom have been provided with high quality resources to minimise the disruption to learning. Again, thank you for your continued support - these are new ways of working for us all.

Any time away from the classroom is avoided as best it can be and we don't make decisions to send children home lightly but follow all guidance given to us by Public Health England and the Department for Education.

Schools have been requested by the DfE to continue to track and trace positive case close contacts for 6 days after school closes for the end of term. The last day of term for our academy is **Thursday 17th December** which means that until **Wednesday 23rd December** academy staff will respond to notifications of positive cases and inform close contacts of the need to isolate.

I want to thank all parents/carers who have needed to contact us so far, for doing so in a timely manner, allowing us to respond swiftly to any positive cases that have come into the academy since September. As we enter the Christmas break, the process for informing us of a positive result will be as follows:

Once you have your child's confirmed positive result you should contact us **immediately** using the link:

<https://forms.gle/U53iAzqFPcqtCKDY8>

**You only need to do this if the first symptoms were developed within 48 hours of last being in school.** If symptoms developed more than 48 hours from last being in school then you do not need to contact us as there will be no school-based tracing for academy staff to undertake.

Once the form is submitted, you will be contacted by a member of staff in due course who will then undertake contact tracing. If you do not have access to the internet to complete the form, you must ensure that you contact NHS Test and Trace and give them the details of the web link above so that they can contact the school.

Where symptoms developed more than 48 hours after last being in school, you should contact the NHS Test and Trace team and follow their advice.

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If you are not the intended recipient, please contact the Outwood Grange Academies Trust and destroy all copies of the original letter.

The academy will not monitor the google form responses after **5pm on Wednesday 23 December** although you may continue to advise us of any positive test for our records or where this means that your child may not be back in school on 4<sup>th</sup> January 2021. If you receive a positive result beyond this date, you should contact the local public health office on **0113 3860300**.

The google form covers all primary academies within the Trust. Separate details are being circulated in relation to where you need to report a positive case of a sibling in one of our secondary academies.

A reminder text with a link to the form will also be sent on the last day of term.

Thank you for your ongoing support.

Yours sincerely

Mrs R Hewitt  
Principal