

Wednesday 16 December 2020

Dear Parents/Carers

Normally at the end of term I would write to you and celebrate some of the wonderful things that have happened in school over the last few weeks but I know you are aware of those from the recent On the Radar and previous letters that I have sent you regarding the end of term arrangements.

I hope you are looking forward to having a good Christmas and your family a well-earned break. We will not be setting any Home Remote Learning for students but they may have some Home Study to complete which will have been set by their Teachers in lessons. Please encourage them to do this.

What I am keen to do is share the process we will be following for COVID-19 related issues after we break up on Friday 18 December 2020. You will be aware that we will not simply be packing up and heading home for a break on Friday, some of us will be on duty to ensure that if there are any Covid related issues, we can respond to them as per the Government directive.

If your child develops symptoms and requires a test and that test then comes back positive please follow the procedure below. It is vital that we get accurate information regarding when symptoms started as this plays the key role in helping us to decide alongside the Local Health Protection Team, whether we need to inform others and track and trace close contacts in school.

So, as per the DfE guidance that was issued late last week we will be monitoring the COVID-19 form on our website each morning from **Saturday 19 December 2020** until **Thursday 24 December 2020** between **8am and 9am**. This means, that a member of staff will look at those reports between 8am-9am and potentially need to make additional contact with you via telephone regarding the details you provide.

We will then consult as to whether or not we need to track and trace close contacts and we aim to inform any affected students via a text message to their parent/carer between 9am-12pm on that day. It is fine for parents/carers to submit their form at any other time.

Please note, all other communication routes into the school **WILL NOT** be monitored during the Christmas Break. This includes the absence line and email address. We will reply to your notification between 8am-9am in the morning, so please check your emails for a response from us confirming receipt.

Please follow the process on the next page:

Reporting a positive COVID-19 test result between Saturday 19 December 2020 and Thursday 24 December 2020. *(Please note we will not respond to any emails after Thursday 24 December 2020)*

1. Complete and submit the online COVID-19 form on our website [via this link on the front page](#)
2. Check between 8am-9am the following morning to ensure we have confirmed receipt of your submitted form
3. If you haven't received a response from us since submitting your form please email: covid@sblonline.org.uk
4. Please be available to take a phone call from the member of staff on duty between 8am-9am. Please note, the number calling you is likely to be withheld.

When COVID-19 symptoms start, the person is infectious 2 days before this and up to 10 days afterwards. If your child gets symptoms over the first weekend of the holidays and goes on to test positive, it can impact on others in their class who will also need to isolate because they are contacts of a positive case.

If your child gets symptoms from Monday 21 December 2020 onwards and goes on to test positive, it is unlikely to affect your child's year group in the same way but we still need you to report it so that we can log these positive cases with our Local Health Protection Team.

All that really remains for me to say to you before we break up is that I hope you have a good Christmas. I want to pass on my personal thanks to you all for the continued support that you have shown to the school this year so far. Attendance has remained well above the national average and as I write to you today so far this week it is over 94%.

Thank you for following the procedures that we have taken every opportunity to remind you of as this has made a massive difference to the number of students that have had to be sent home to isolate as close contacts in recent weeks and I urge you to please not send in any child this week who is displaying any of the COVID-19 symptoms, they must isolate and book a test. If anyone in your household has symptoms and is awaiting the results of a test please **do not** send your child to school until the outcome of the results are known.

On behalf of all at SBL Academy and the Wellsway Multi Academy Trust I'd like to wish you a Merry Christmas and a Happy New Year.

We are all looking forward to welcoming our students back on Tuesday 5 January 2021.

Yours faithfully



Mr D Anderson
Principal