



11th December 2020

Dear Parent / Carer

As you may already be aware, the DfE have published guidance outlining expectations for contact tracing at the end of term. They have also allowed schools the option to take the 18th December as an INSET day to support leaders (by reducing the days that contact tracing is required into the Christmas holidays).

We are not going to take the option of moving an INSET day to Friday 18th December. We feel that to do so at such short notice would cause disruption to you as parents. In addition, INSET days are carefully planned in advance and moving an INSET day at this stage would not be beneficial. Therefore, the end of term will remain as Friday 18th December as planned. When the school re-opened fully to all students in September, we shared our commitment to 'no lost learning time' with students, we will maintain this until the end of term.

Last day arrangements

The children will start school at their regular times and have the first three lessons of the day as normal. We are then planning our usual Christmas dinner celebrations to send the children off with some festive cheer, crackers and all! The year groups will have a staggered finish to support with limiting numbers. Once registered the pupils will finish at the following times:

- Year 8 & 10 12:45pm
- Year 7 1:20pm
- Year 9 & 11 1:55pm

Arrangements regarding positive cases in the holidays

Please read these instructions carefully:

If your child develops symptoms any time before Monday 21st December (48 hours after last attending school) **and** they test positive for coronavirus (COVID-19), you must report this to our dedicated school email address positivetest@worcs.tgacademy.org.uk as soon as possible so that we can identify close contacts as the individual may have been infectious whilst in school.

It would be most helpful if you can give us the following details in the email:

- Full name of your child and the year group they are in
- The date and time they first developed symptoms and the nature of the symptoms shown
- The date and time that the test was taken and the date and time that the positive result was received
- A list of students / staff that your child believes they have been in close contact with at school. We will use this list, as well as information from seating plans to compile a list of students who will need to self-isolate due to being a close contact. The below information will help you / your child to identify close contacts:
 - The period that needs to be considered for close contacts is the 48 hours prior to symptoms starting or 48 hours prior to a positive test if students are asymptomatic.
 - A close contact would be anyone who has been within 2m for more than 15 mins or anyone who has been within 1m (face to face) for more than one min
 - We will review seating plans for all classes in the 48-hour period
- A contact telephone number so that we can speak to you about any queries we have

We will email the parents / carers of all close contacts with details of any instructions to self-isolate. You must therefore ensure that the email address we have for you is monitored at least once daily. This will be a standard letter containing Public Health England guidance. If you have any queries about the content of the letter than you should direct them to the local public health team (Worcester). Contact details are: Worcestershire County Council Public Health Team. WCCHealthprotection@worcestershire.gov.uk. 01905 845491. 0900 – 1700 Monday to Friday.

Out of hours 01384 679031.



We will check the contact email each day and we complete a final check on Christmas Eve.

Where a student tests positive for coronavirus (COVID-19), having developed symptoms more than 48 hours since being in school (after 4pm on Sunday 20th December), parents and carers should follow contact tracing instructions provided by NHS Test and Trace. You **do not** need to contact the school for these cases.

Return to school in January

We return to school on Monday 4th January 2021. If your child is still self-isolating due to a positive test or due to being identified as a close contact of a positive case, then please inform us of their absence following the normal procedures.

Final week of term

We know that some parents may be anxious about their child being identified as a close contact and therefore having to isolate (or being ill) over the Christmas break. We would ask you to remind your child of the control measures that we have in place in school as this will reduce the risk of any transmission in school. Specifically, please reiterate the following:

- Face coverings should be worn at all times on the school site, apart from in lessons
- Students should remain in their bubbles

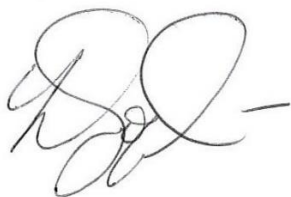
It would also be sensible for students to limit the number of close contacts that they have in their social times. Duty staff will be discouraging large student gatherings on the playground and in social spaces.

Some families have been in touch to request that their child works remotely in the last week so that they can safely see extended family over the Christmas break. We are unable to authorise absences in these situations as the Government have used legislation to stop this from happening. Schools are working with clear guidance from the DfE which states that 'student attendance at this time is mandatory'. We understand that there would be many families who would like to take advantage of remote learning if it were offered during this last week but unfortunately it is against guidance for us to do so.

If you have any specific questions that you want us to address then please email office@worcs.tgacademy.org.uk.

Thank you for your ongoing support.

Yours sincerely

A handwritten signature in black ink, appearing to be 'D Butler', written in a cursive style.

Mr D Butler
Principal, Tudor Grange Academy Worcester