

23rd March 2021

Dear parent/carer,

**URGENT & IMPORTANT : Reporting positive COVID-19 cases over Easter.**

As we approach the Easter break, I wanted to write to you to thank you for all that you have done to support the reopening of the school since 8th March. I feel that together we have made a confident and safe start and that children have settled back into routine very well.

We have been requested by the DfE to continue to track and trace positive case close contacts for 6 days after school closes for the Easter break. The last day of term for our academy is **Friday 26 March** which means that until **1st April** academy staff will respond to notifications of positive cases and inform close contacts of the need to isolate.

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/UHVLw7ae6LgzXP1w8>

**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 follow the advice through the contact with the NHS Test and Trace team.

The academy will not monitor the google form responses after **5pm on 1st April** although you may continue to advise us of any positive test for our records. 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.

Thank you for your ongoing support.

Yours sincerely  
Mrs. E Abbott  
Principal