



10th December 2020

Dear Parents and Carers,

You may have seen in the media the Department for Education's (DfE) announcement that schools are permitted to make Friday 18th December a 'non-teaching' day. I am writing to reassure you that we will not be amending our term dates or our scheduled INSET days as we recognise the significant disruption this causes our families. This means our last day of term for students will remain Friday 18th December.

Below is an extract from the DfE guidance regarding contact tracing after school ends and a table showing the arrangements for the Academy:

- *Where a student 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 student 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 school's last teaching day is on Thursday 17th December, there should be no student contact tracing asks beyond Wednesday 23rd December.*

Department for Education Guidance, December 2020

Symptoms began on (or date of positive test)	Between Monday 14 th and Friday 18 th December	Saturday 19 th December	Sunday 20 th December	Between Monday 21 st December and Monday 4 th January
Action Required	Parents / Carers inform school immediately. School will notify individuals within respective pod who may have come into contact. Notified individuals will have to self-isolate for 14 days.	Parents / Carers inform school immediately. School will notify individuals within respective pod who may have come into contact on Thursday 17 th and Friday 18 th December. Notified individuals will have to self-isolate for 14 days.	Parent / Carers inform school immediately. School will notify individuals within respective pod who may have come into contact on Friday 18 th December. Notified individuals will have to self-isolate for 14 days.	Parents / Carers should not inform school unless testing was delayed following onset of symptoms and case had occurred in school.
As you will be aware, we have set up a designated email for parents / carers to contact in the event of a confirmed case between the close of school on Friday 18th December and Thursday 24th December . The numbers at the end of this letter are to be used exclusively for contact tracing purposes and no other communications.				
Parental Responsibility	Parents / Carer to notify close contact family and friends and follow advice as per NHS Covid-19 guidelines http://www.nhs.uk/conditions/coronavirus-covid-19/			

To ensure these arrangements work effectively and minimise the risk of compromising families' Christmas break, please adhere to the following:

- Seek tests via testing centres rather than via postal tests as this can delay confirmation of results. From test centres results are normally forthcoming in 24 hours.
- Notify the Academy if children have symptoms. When awaiting a test result, remember it is advisable to take necessary steps whilst awaiting confirmation. Ensure you continue to adhere to social distancing protocol.

Academy contact for confirmed cases should be directed to:

CBA COVID Group: covid@corbybusinessacademy.org

If Parents or Carers do not have access to an email account, please use **telephone number:** **07395932326**

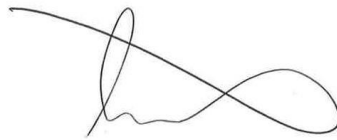
Emails and telephone line will be monitored by staff through the identified days.

If there is anything you are at all unsure about, please contact the school before the end of term for clarification.

Yours sincerely



Mr S. Underwood
Associate Principal



Mr N. Aveyard
Chair of Governors