



11 December 2020

Dear Parent or Carer

I writing to inform you about our arrangements for the end of this term, before we break up for the Christmas holidays.

Firstly, I must make you aware that the Department for Education (DfE), will expect the school to continue operating its own 'track and trace' system during the holiday period – as we have in the October half-term. This means, that you may well receive a communication from school at any point from **Saturday, 19 December up until Thursday, 24 December**, requesting that your child must self-isolate for up to 14 days, if they have had close contact with a confirmed case of Covid-19 in school.

I can only apologise to you all, for the obvious frustration this may cause many of you; I appreciate that it may disrupt your Christmas plans. I can assure you that if I could avoid such an event I would, but legally I have no option but to contact you. I would greatly appreciate your understanding at the time.

As I do every year at this time, I will remind you of our procedures in the event of an unplanned school closure, for example: due to severe weather. Any changes to the usual opening arrangements will be communicated on the school's website, Facebook and Twitter. A message will also be sent out via the school's MyEd app. If you haven't already done so, you can download the app from your apple/android store and search for MyEd. **Where no updates have been provided, parents should assume that the school is open as normal.**

To help us with our communication with you regarding such events, I politely request that your contact details are kept up to date with us so that we can contact you as quickly as possible, thank you.

The term will end on **Friday, 18 December, as planned. We will begin closing the school from 12 noon, with a staggered exit.**

School will re-open to all students on **Monday, 4 January 2021. Students should arrive at their current allocated start time.**

I appreciate how challenging this term has been on you as families. It has not been the best experience for many students. Particularly, those students who have been sent home to self-isolate on multiple occasions. Despite the disruption to their learning, students have shown tremendous resilience and a positive attitude throughout this term; something I am extremely grateful for. Students, on the whole, have been amazing during this period.

I thank you for your continued support this term, it is genuinely appreciated.

I wish you all a peaceful and happy Christmas. I very much hope you get some quality time with your families.

Yours faithfully

Matthew West
Principal

