



December 9th 2020

Dear Parent / Carer

Christmas Holidays

I wanted to share with you our plans for the end of term now we have had some new guidance from the Department for Education.

Three Towers will close for the Christmas holidays as originally planned at noon on Friday 18th December and re-open at 10am on Monday 4th January 2021. We have already completed our INSET days for this academic year so cannot move one and we appreciate the challenge of arranging childcare at the last minute especially in the run up to Christmas.

In line with Public Health England and DfE guidance we will continue to support track and trace for 6 days after the end of term – that means up to lunchtime on Christmas Eve.

During these 6 days we will follow the following procedures:

If your child or member of staff develops symptoms up to noon on Sunday 20th December

For the first 6 days after teaching ends (noon on Friday 18th December to noon on Christmas Eve), if a learner or staff member tests positive for coronavirus (COVID-19), having developed symptoms within 48 hours of being in school, the school will assist in identifying close contacts and advising self-isolation, as the individual may have been infectious whilst in school.

Parents should inform school by email at safeguarding@tapa.net

School will then advise close contacts to self-isolate for 14 days by email and/or text message.

After noon on Sunday 20th December

Where a learner or staff member tests positive for coronavirus (COVID-19), having developed symptoms more than 48 hours since being in school (from noon on Sunday 20th December) , the school should not be contacted. Parents and carers should follow contact tracing instructions provided by NHS Test and Trace.

Where learners are required to self-isolate due to contact with a positive case after the first 6 days following the end of term, schools do not need to be informed about their absence until the first day of the new term.

I appreciate that many of you will be finalising your plans for Christmas with family members, and will be concerned about sending your child to school in case they come into contact with someone who then tests positive.

To ensure we all stay safe and well to enjoy Christmas please **do not** send your child to school if they are unwell.

For those who are well and come to school, I need to ask for your continuing support encouraging your child to:

- follow social distancing guidance;
- wear a facemask on public transport (and in communal areas of school for those in the secondary provision);
- observe good hand hygiene – regular handwashing and sanitising;
- observe good respiratory hygiene – Catch It – Kill It – Bin It.

If you have any concerns please contact your child's Pastoral Manager to discuss them.

Thank you for your on-going patience and support in these uncertain and challenging times.

Yours sincerely



A Isherwood
Headteacher