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| Macintosh HD:Users:pgreen:Design:Branding:Logo-Icon-PNG-SML.png | Macintosh HD:Users:pgreen:Design:Branding:Live:BrandingPackFiles:STW-TITLE-1-CAPS.png**Principal:** Miss C Huddleston BA PGCE MBA**Address:** St Wilfrid’s C of E Academy, Duckworth Street, Blackburn, Lancashire, BB2 2JR**Tel:** 01254 604000 **Email:** enquiries@saintwilfrids.co.uk **Web:** www.saintwilfrids.co.uk |

Dear Parent/Carer

As this very different term draws to a close, I would like to express my thanks to you for your continued support of the Academy. I am pleased to be able to tell you that our daily tracking of attendance shows that students eligible to attend (i.e. those not affected by any COVID-19 related absence) remains significantly above the national average. In addition, it has been a pleasure to see the engagement to learning shown by those students who have had to isolate through close contact with a positive case, or where they have contracted COVID-19 themselves, their engagement with their remote learning is excellent to see.

As you many have seen in the press recently, there has been media coverage around schools being allowed to add an INSET day on Friday 18 December 2020 to ease the burden of tracing close contacts of positive cases within schools over the festive season. The Academy will not be changing its term dates as we are very mindful that this would result in further time out of school for our students. The Academy will remain **open until the planned end of term** and the Christmas break will commence at **3.20pm on Friday 18 December 2020.**

That said, I am asking for your support to help reduce the impact of COVID-19 on the Academy community over the next few days by following the [self-isolation guidance](https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/) should someone in your household or support bubble develop symptoms of, or test positive for, coronavirus. By doing this you will be playing a vital part in reducing the risk of cross infection.

**If someone in your household or support bubble develops symptoms over the coming days please do not send your child to the Academy whilst awaiting test results as this puts others at unnecessary risk.** If the test is positive everyone in that household or support bubble must isolate as per the guidance. This guidance sets out that everyone must not:

* go to work, school or public places
* go on public transport or use taxis
* go out to get food and medicine – order it online or by phone, or ask someone to bring it to your home
* have visitors in your home, including friends and family – except for people providing essential care
* go out to exercise – exercise at home or in your garden, if you have one

**Test & Trace over the Christmas period**

It is a requirement that schools continue to support the test and trace process over the first part of the holiday period. This means that staff will be working to identify close contacts of students who test positive for COVID-19 and that this may result in students being identified as needing to isolate in line with current practice. Whilst this is not ideal, it is important if you are notified that your child is a close contact of a positive case that your son/daughter follows the isolation guidance. Please remember that staff making the calls are aware that this may disrupt your family’s plans over the holiday season, however, they are fulfilling the requirement to support the national effort. If staff are unable to reach you by telephone, you will be sent a message via Firefly.

Close contacts are identified as someone who has been within 2m for 15 minutes or more, had direct contact with, or shared a small vehicle (such as a car) with a positive case within 48 hours of symptoms starting or a positive test if the person has no symptoms. Contact tracing will run until Thursday 24 December to allow for any delays in test results returning.

To help you support the Academy’s contact tracing programme I have enclosed a flow chart below which outlines the steps you need to take.

May I take this opportunity to wish you and your family a restful Christmas.

Yours sincerely

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C Huddleston

**What should I do if my child develops symptoms COVID-19 after Friday 18 December?**

Any affected students will be notified by staff via telephone. Where we are unable to contact a parent/carer, a Firefly message will be sent to an email to the registered account holder.

You must notify the Academy using the following telephone number:

**01254 604703** between 9.00am and 3.00pm on the day you get confirmation that the test is positive or the next day. This line will be monitored between these hours every day from Saturday 19 December through to Thursday 24 December (in case of delays for test results).

When you call you will be asked to provide the following information:

* Child’s Full Name
* Form/Registration Group
* Date COVID-19 symptoms first appeared
* Date of the COVID-19 test
* How your child travels to the Academy e.g. bus (state the Service Number), car, walk or cycle (including who they travel with).
* A list of friends that your child spends time with before school, at break and/or at lunch
* After school activity sessions that your child has attended.

**Yes**

You **do not need** to tell the **Academy** but you **must follow** the **NHS Test and Trace instructions**

**No**

**Did the symptoms start before 6pm on Sunday 20 December?**

**Or did your child test positive (without symptoms) before 6pm on Sunday 20 December**