

Ms K Gleave  
BSc (Hons)  
Head Teacher

Dear Parent/Carer,

In the lead up to Christmas, senior staff across the trust will be available to respond to incidents of confirmed positive COVID19 cases **until 3pm on Tuesday 22<sup>nd</sup> December.**

- Up until this date, you only need to inform the academy of a positive case of a pupil where symptoms occur within 48 hours of the confirmed case being on the academy site (Friday 18<sup>th</sup> December and Saturday 19<sup>th</sup> December).
- The Head Teacher will notify affected pupils by Marvellous Me, by text and on Facebook should children need to isolate.
- Senior leaders will not need to be available for contact tracing duties beyond **Tuesday 22<sup>nd</sup> December.**
- Therefore, from 3pm on Tuesday 22<sup>nd</sup> December, all cases should be dealt with through the NHS Test and Trace system as it will not affect any other pupils or school staff.
- Where a staff member or pupil develops symptoms more than 48 hours after being on the academy site, the academy does not need to be contacted (e.g. symptoms start on Sunday 20<sup>th</sup> December).

Parents should inform the academy using the following academy email address:

[brambles@tved.co.uk](mailto:brambles@tved.co.uk)

The above email address will be monitored up until 3pm on Tuesday 22<sup>nd</sup> December and then from 3pm on Sunday 3<sup>rd</sup> January.

These emails will be checked on Sunday 3<sup>rd</sup> January in preparation for the beginning of term or you can contact the academy from 8am on Monday 4<sup>th</sup> January.

From now until the end of term, if your child is unwell and has any potential symptoms of COVID, or has been with someone who has tested positive, please keep them off school until they have been tested or completed isolation. Positive cases in bubbles may result in children and staff needing to isolate over the Christmas period.

Thank you for your continued understanding and support during this time



Ms K Gleave

Head Teacher



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