



10 December 2020

Dear Parents and Carers,

Late on Tuesday the Department for Education (DFE) made an announcement suggesting that **schools should end on Thursday 17th December**. This was in part to **minimise the spread of infection and also to allow school staff across the country to not have to complete Track & Trace activities on Christmas Eve as per the 6 day guidance**.

This announcement has come very late in the day and was not one we were expecting to have received; having been previously told all schools would remain open all term by the DFE.

As a Leadership Team we have carefully considered, with Trustees and other local Heads what we feel is the best course of action. With so many of our staff having young children I am very concerned about the knock on impact this announcement might have on safe staffing levels across our campus. You will be aware that we have typically been between 15-20 staff down each week this term and if more staff were to be unavailable we could not safely run the school. I have no way of predicting the impact on staffing until all schools in the county have declared their position on this matter, by which time it would leave even less time for parents/carers to plan. I have already been made aware of some local schools that have made this decision that will impact on our staff. For this reason and in line with the guidance given we will now be closing the school on **Thursday 17<sup>th</sup> December at 3.10pm**

We hope by finishing earlier we can reduce the risk of students and staff being identified as close contacts on Friday and having to self-isolate over the Christmas period. It also ensures that school staff are not contact tracing right up to Christmas Eve.

School buses will leave as normal at 3.20pm that day. Any mock exams that were due to take place on Friday will be rescheduled and students informed.

**To keep our community safe it is important that all parents follow the guidance below from the end of term on Thursday 17th December:**

- If your child has coronavirus symptoms (or similar) you should book a test immediately. Test centres are frequently turning around results within 24 hours.
- If symptoms began within 48 hours of 4pm on Thursday 17th December and a positive test result is received then you **MUST** contact our specific email address; [reception@brookvalegroby.com](mailto:reception@brookvalegroby.com) to alert us quickly. This is because your child may have been infectious whilst in school.

BGLC leaders will then track and trace close contacts from lessons, exams, and school buses and inform parents by ParentPay if their child needs to self-isolate.

- Parents must inform NHS Track and Trace of social contacts.
- Parents DO NOT need to inform the school of any cases where symptoms began outside of the first 48 hrs as they will not have been infectious whilst in school.
- If your child tests positive during the rest of the Christmas break you do not need to inform us until the first day of term.

By following the guidance above it will ensure that we can give families as much notice as possible over the Christmas period if plans need to be altered because of children or staff needing to self-isolate.

Yours sincerely



W Teece  
Headteacher