



16 December 2020

Dear Families

## Communication During the Christmas Break

I am writing to reassure you of how we will continue to communicate effectively with you during the first part of the holiday. If a student becomes unwell and receives a positive test outcome after the end of term it will still be necessary for other students who have been in contact with them to be made aware so that they can self-isolate and the rest of the family's health can be monitored effectively.

We will continue to be available for 6 days after the last teaching day of term in order to make sure you are fully aware of any confirmed cases of COVID-19 that might arise after the term has ended.

You may be aware that the Department for Education has offered schools the choice of finishing the term a day earlier by adding an inset day and adding the teaching day back later in the academic year. This is to minimise disruption to school staff's own plans at Christmas. Given the staff availability we have to maintain communication during the holiday we do not currently plan to make use of this and so the term will end as scheduled at 12.30 on Friday 18 December.

If between Saturday 19 December and Thursday 24 December your child receives a positive test result please inform us in writing by emailing [secretary@hayesbrook.kent.sch.uk](mailto:secretary@hayesbrook.kent.sch.uk). Please avoid using other school email accounts or notifying us by telephone as these accounts/lines will not be checked.

As we would in term time we will then assess which students may have been in contact with the student concerned and make their families aware. In addition to looking after our own students and families we know that many of you will have planned to have visitors and meet family and friends, during the window that households are able to mix, some of whom may well be vulnerable and so although we sincerely hope we do not need to be in contact with you we do believe it is a critical part of ensuring we continue to work together to keep our community safe.

Given the time frames between contact and becoming symptomatic it is unlikely that students tested on or after 24 December will have had contact with other students at school and so there is no need to inform us until the start of term by reporting their absence in the usual way.

If you have any questions about these arrangements then please do not hesitate to get in touch with the academy administration team. Finally, an updated version of the academy protocols for students and members of the same household/support bubble displaying symptoms or where a positive test result has been received is attached for your information and is effective from when students return in the New Year.

Yours sincerely

Daniel Hatley  
**Executive Principal**