

15<sup>th</sup> December 2020

Dear Parents and Carers

## **Important information: Last day of term and COVID procedures over the Christmas holidays**

Firstly, I would like to thank you for the overwhelming support we have received from you this term. It has been so wonderful to have all of the children back but understandably teachers and support staff are ready for a break, after working relentlessly to implement all of the extra measures and procedures that we have put in place to keep all of our children safe. Your kind words and extra thanks really do mean so much to everyone.

I would like to confirm that Brookwood Primary school **will remain open** on Friday 18<sup>th</sup> December and **finish at 1:30pm (Year R), 1:40pm (Years 1-4) and 1:45pm (Years 5-6)**, as originally planned.

Headteachers have been advised by the Department for Education that we must continue to work with Track and Trace over the Christmas holidays. **Please read the following carefully** for actions that you may need to take after term finishes on Friday:

1. If a pupil tests positive for COVID, having developed symptoms within 48 hours of being in school (e.g. symptoms develop on Sunday evening, after being in school on Friday 18<sup>th</sup> December), parents must contact the school on [covid@brookwood.surrey.sch.uk](mailto:covid@brookwood.surrey.sch.uk). The school office will not be open but this email address will be checked at least daily. Staff will also notify us directly over the same timeframe. If your child is identified as a close contact of a positive case over this period, you will be contacted via text and email.
2. If your child tests positive for COVID having developed symptoms **more than** 48 hours after being in school, then you should follow contact-tracing instructions as advised by the NHS when a positive test result is received.

It is possible that we may have to contact you up until Christmas Eve with news that your child has to self-isolate. As stated above, **if we do need to contact you it will be via text and email**; therefore, **please check these regularly**.

I really hope that we do not have to follow any of the above procedures and that you can enjoy a restful and healthy break.

We look forward to seeing children back in school on Tuesday 5<sup>th</sup> January 2021.

Thank you for your continued support and understanding.



**DAVID GUNNING**  
**HEAD OF SCHOOL**