

10th December 2020

Dear Parent/Carer

18th December 2020 arrangements

You may have seen in the media yesterday the Department for Education's (DfE) announcement that schools are permitted to make Friday 18th December a 'non-teaching' day. I am writing to reassure you that we will not be amending our term dates or our scheduled INSET days at any point during this academic year as we recognise the significant knock on effect this will have on families. **This means our last day of term for pupils will remain Friday 18th December.**

This does not in any way compromise our commitment to honour our contact tracing commitments as a college. The Government's published guidance is a little unclear as to how educational settings will fulfil this requirement, and therefore I will endeavour to clarify how we will manage this commitment between the end of term and Christmas Eve.

Symptoms began on (or date of positive test if asymptomatic)	Between Monday 14 th – Friday 18 th December	Saturday 19 th December	Sunday 20 th December	Monday 21 st December – Monday 4 th January
Action Required	Parents Inform college immediately. College will notify individuals within respective bubble who may have come into contact. Notified individuals will have to self-isolate for 14 days.	Parents Inform college immediately. College will notify individuals within respective bubbles who may have come into contact on Thursday 17 th and Friday 18 th December. Notified individuals will have to self-isolate for 14 days.	Parents Inform college immediately. College will notify individuals within respective bubbles who may have come into contact on Friday 18 th December. Notified individuals will have to self-isolate for 14 days.	Unless testing was delayed following onset of symptoms, the student will not have been in college, therefore there is no need to contact us.
In the event of a confirmed case between the close of college on Friday 18 th December and Thursday 24 th December, the office email is to be the only means of contacting the college. This is checked frequently throughout the day for any communication related to contact tracing: covid@elycollege.co.uk				
Parental Responsibility	Parents to notify close contact family and friends and follow advice as per NHS Covid-19 guidelines http://www.nhs.uk/conditions/coronavirus-covid-19/			

In order to ensure these arrangements work effectively and minimise the risk of compromising families' Christmas break, please adhere to the following:

- Parents to seek tests via testing centres rather than via postal tests as this can significantly delay confirmation of results. Results are normally forthcoming in 24 hours via test centres.
- Parents to notify us if children have symptoms after the college closes (as outlined above) – even when waiting for a test result, families can be advised to take necessary steps whilst awaiting confirmation.
- To minimise the risk of infection within college (and the wider community) please ensure you continue to adhere to social distancing protocol.

If there is anything you are at all unsure about regarding these arrangements, please contact the college before the end of term.

Yours faithfully



Simon Warburton
Principal