

The Harefield Academy

Achievement through Active Learning

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10th December 2020

Dear Parent/Carers,

I hope you are all well and looking forward to the Christmas break.

You may have heard through the media, that schools have been given permission to use Friday 18th December as an INSET day if they wish, to support with minimising the burden on schools of contact tracing in the first week of the holidays.

We have decided not to do this at The Harefield Academy for the following reasons:

- Families have already been advised of our end of term arrangements and INSET days for 2021. Changing these at such late notice may well impact on childcare arrangements or family plans already made for future INSET days. We do not feel it is fair to impose such a late change on our parents/carers.
- Students have already missed a significant amount of school time and we would not wish to generate any further disruption to learning this term.
- We have robust plans in place to support contact tracing and are providing clarity below so that parents/carers can be reassured of expectations once we finish school next week.

Please find below guidance on how to report a positive case of Covid -19 that emerges amongst students after Friday 18th December:

- If students display symptoms and/or test positive for Covid-19 up to their departure from school on **Friday 18th December**, the usual absence reporting systems apply.
- If students display symptoms and/or test positive for Covid -19 between school closing and the end of the day **Sunday 20th December**, please report this immediately via email to: ldonnelly@theharefieldacademy.org and headteacher@theharefieldacademy.org
You will receive a response from a senior member of staff who will seek further details to support in contacting any members of the school community who may have had close contact and who will be required to isolate.
- If students display symptoms and/or test positive for Covid -19 at any time from **Monday 21st December onwards**, the school should not be contacted. Parents and carers should follow contact tracing instructions provided by **NHS Test and Trace**. This is the advice of the government. Enough time will have passed from last school contact that contact tracing will involve isolating only those who have been exposed to an infected individual in the 48 hours before this (i.e. after school finished).
- The school will not be open after 4pm Friday 18th December and as such contact tracing will be conducted remotely. As such we would request your support in ensuring that symptoms/positive test results emerging up to 20th December be reported to us as swiftly as possible to avoid any delay (and subsequent social interactions) with any members of the school community who should be isolating as a result of close contact.
- If students develop symptoms of Covid-19, or test positive any time after 20th December and this may impact attendance on the first day of school, this absence will not need to be reported until the first day back at school, Tuesday 5th January, as contact tracing will be managed by NHS Test and Trace in this period.



In reiterating that our end of term arrangements remain the same, please see my last letter to you outlining timings [here](#).

I hope this provides clarity around reporting mechanisms and do of course hope that there will be no need for any of our students or families to be affected. We have been very fortunate so far to have had only a very small number of positive cases in our community and we hope that this continues such that you are all able to enjoy a happy and healthy Christmas break.

Yours sincerely

Tash Hurtado, Headteacher