



THE CARLTON
JUNIOR ACADEMY

10th December 2020

Dear Parents/Carers,

Firstly, I would like to thank you for all you are doing to help prevent the spread of COVID-19.

We're writing to let you know that the Department of Education (DfE) has written to all schools asking them to remain contactable for a six day window after the end of term so that we can assist with contact tracing where necessary. This means staff from the school will need to be available for Test and Trace purposes and we could then have to contact you if your child is affected. The DfE are allowing an existing INSET day to be brought forward so all face to face teaching could end on Thursday, 17th December, which means the cut off for this would be 23rd December rather than Christmas Eve. Please use the office@carltonjunior.org.uk email address to inform us of any confirmed COVID tests for our pupils. The email will be checked once per day up to and including 23rd December.

The Trust and I have considered this option and decided that we will be designating Friday, 18th December as an INSET day. **This means that the last day of term for children is now Thursday, 17th December.**

While we appreciate this is short notice, the DfE had made this suggestion so that the staff at the school are still available to make Test and Trace calls until 23rd December 2020 if required. This will allow for greater safety and peace of mind if you are meeting others over the Christmas period.

We hope that you have a wonderful Christmas break and we all look forward to seeing you all when school re-starts on Monday, 4th January 2021.

Yours sincerely,

Mrs S Wood
Head Teacher

REDHILL ACADEMY TRUST
Exsisto Optimus

