

Dear parent/carer,

In the lead up to Christmas, senior staff across the trust will be available to respond to incidents of confirmed positive COVID19 cases **until 3pm on Tuesday 22nd December.**

- Up until this date, you only need to inform the academy of a positive case where symptoms occur within 48 hours of the confirmed case being on the academy site (Friday 18th December and Saturday 19th December).
- In these cases, senior leaders will then contact close cases and advise them to self-isolate.
- Senior leaders will not need to be available for contact tracing duties beyond **Tuesday 22nd December.**
- Therefore, from 3pm on Tuesday 22nd December, all cases should be dealt with through the NHS Test and Trace system as it will not affect any other pupils or school staff.
- Where a staff member or pupil develops symptoms more than 48 hours after being on the academy site, the academy does not need to be contacted (e.g. symptoms start on Sunday 20th December).

Parents should follow contact tracing by using the following academy email address:

enquiries@discoveryspecialacademy.org.uk

The above email address will be monitored up until 3pm on Tuesday 22nd December and then from 3pm on Sunday 3rd January.

These emails will be checked on Sunday 3rd January in preparation for the beginning of term or you can contact the academy from 8am on Monday 4th January.

From now until the end of term, if your child is unwell and has any potential symptoms of COVID, or has been with someone who has tested positive, please keep them off school until they have been tested or completed isolation. Positive cases in bubbles from today will result in children and staff needing to isolate over the five-day Christmas period from 23rd December.

Thank you for your continued understanding and support during this time

Jennifer Duncan

