

Date: 8<sup>th</sup> December 2020



Dear Parents/Carers

### **End of Term Arrangements**

The Department for Education has this afternoon published a statement around end of term arrangements for schools. The statement confirms that schools will remain contactable for 6 days after the final day of teaching, so they can assist with contact tracing where necessary. This will allow enough time for positive coronavirus (COVID-19) cases to be identified and confirmed by a test and for relevant contacts in the education setting to be traced.

To ensure that school staff get the time off that they need and deserve, the Department of Education has confirmed that schools may wish to adjust their term dates to make Friday 18<sup>th</sup> December an INSET day. The health and wellbeing of our pupils and staff is our top priority, and, as such, we have agreed that **Friday 18<sup>th</sup> December will become a non-teaching day. This will mean that pupils should not attend school on this day.** Schools will be required to make up teaching time at another point in the academic year, and we will communicate further information about this in the New Year.

### **Reporting positive cases of coronavirus**

For the first 6 days following the end of term (Friday 18<sup>th</sup> December - Wednesday 23<sup>rd</sup> December), parents should inform us if their child tests positive for coronavirus by emailing [covidresponseteam@tmet.uk](mailto:covidresponseteam@tmet.uk). Parents are asked to include their child's name, the name of the school that they attend and their child's form/year group within this email.

Where pupils are required to self-isolate due to contact with a positive case after the first 6 days following the end of term (i.e. after Wednesday 23<sup>rd</sup> December), schools do not need to be informed about their absence until the first day of the new term.

Yours sincerely

A handwritten signature in black ink that reads 'Carolyn Robson' with a stylized flourish at the end.

**Carolyn Robson CBE**

**Chief Executive Officer**

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