



## Moorlands Church of England Primary Academy

Headteacher: Mr Kevin Lee

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Diocese of Norwich  
Education and  
Academies Trust

14<sup>th</sup> December 2020

Dear Parent/Carer

I would like to give you a brief update on our plans in relation to keeping our community safe during the Christmas holidays. If your child becomes ill and has a positive test result in the run up to the end of term or in the first days of the Christmas holidays, it is essential that you let us know and we will track and trace your child's in-school contacts. You only need to contact us if your child develops symptoms within 48 hours of their last day in school and then has a positive test. For example if your child became ill on Sunday 20th December you must contact us as soon as you have the test results. If your child develops symptoms on Monday 21 December you do NOT need to contact us.

Please contact the school using **BOTH** [office@moorlands.norfolk.sch.uk](mailto:office@moorlands.norfolk.sch.uk) and [head@moorlands.norfolk.sch.uk](mailto:head@moorlands.norfolk.sch.uk) email addresses. We would strongly advise you to test locally rather than using the postal testing service as you will get the results much more quickly. To help us please could you include the following details in your email:

- Your child's name and class
- Your child's last day of attendance in school
- The date your child's symptoms started
- The date of your child's test

If your child has come into contact at school with an individual who has had a positive test we will let you know via the app or text and will also send you the official Public Health England letter that we are required to send by email. We will work out the date for the end of the isolation based on your child's last contact with the positive individual.

If, unfortunately, your child or members of your household become unwell with Covid-19 during the holiday please contact us in the same way as above, although we will not need to track and trace if your child has not been in school, however we do need to keep our records up to date.

Once again thank you for your support through these challenging times. We look forward to seeing your child back in school on Monday 4th January 2021.

Yours sincerely

K Lee  
Head Teacher