

Wednesday 9th December 2020

Dear Parents/Carers,

RE: Oak INSET Day – Friday 18th December

Following updated government guidance issued on 8th December 2020 about end of term planning, the advice we have received is that Friday 18th December may be used as an INSET day for all schools nationally.

The reason for this is to ensure that the academy is able to contribute to NHS Test and Trace should a pupil or staff member test positive for coronavirus within the first six days after teaching ends.

Consequently, Oak Academy will be closed to students on Friday 18th December as all staff will be undertaking professional development training.

The academy will reopen on Tuesday 5th January 2021.

The following information sets out exactly what you should do over the Christmas holidays, should your child have a positive test for coronavirus.

1. If your child tests positive for coronavirus **up to and including Saturday 19th December**, please contact the school directly using the following email address: OAKSLT@leaf.bournemouth.sch.uk Please note that this email address is monitored between the hours of 09.00 and 17.00.
2. If your child tests positive for coronavirus **from Sunday 20th December**, please contact NHS Test and Trace directly and follow the contact tracing instructions provided. **There is NO requirement to contact the academy.** Should the academy be required to support the tracing of contacts, this will be following communication directly from Test and Trace to the academy. Members of the academy will be available via this method up to and including Wednesday 23rd December as is the case nationally.
3. If your child tests positive for coronavirus **after Wednesday 23rd December**, you need to communicate directly with NHS Test and Trace as above but there is no requirement for you to inform the academy until the first day of the new term.

The Test and Trace service can be contacted directly by telephoning 119 or alternatively you can book a test online by going to: <https://www.nhs.uk/conditions/coronavirus-covid-19/>

For pupils entitled to free school meals, an additional voucher of **£3 for Friday 18th December** will be issued and electronically sent to you. This is separate from the other vouchers that you will be receiving under the winter Fund scheme.

Yours sincerely



Richard Burgas
Principal

Oak Academy

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