

To: All Parents / Carers

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W [www.rsaacademy.org](http://www.rsaacademy.org)

9<sup>th</sup> December 2020

**Our Ref:** HT.KH.2698

**Your Ref:**

Dear Parent/Carer,

**Re: End of Term Arrangements**

We hope you and your family are well and that you are all looking forward to the forthcoming festive season, whilst recognising the part that we all continue to fulfill due to additional challenges in these unprecedented times.

We write to inform you that following the Government's late announcement on 8th December our Trust's last Teaching day will now be Thursday 17th December 2020, this will align our arrangements with the recently announced changes in all schools.

Additionally, we wish to share the latest Government information for Schools/Academies, regarding the new arrangements for the reporting of any positive pupil COVID-19 cases during the holiday period through the NHS Test and Trace system:

The new guidance has new areas of instruction which you will now have to follow, namely:

From the evening of Saturday 19th December if a pupil tests positive for coronavirus/COVID-19, the school should not be contacted. Parents and carers should follow contact tracing instructions provided by NHS Test and Trace.

For your convenience here is a link below.

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

Should your child test positive before the evening of Saturday 19th December please contact the school via the email [COVID19@rsaacademy.org](mailto:COVID19@rsaacademy.org)

Pupils who will be absent through exhibiting symptoms or in isolation in the new term should be reported to the school via [COVID19@rsaacademy.org](mailto:COVID19@rsaacademy.org) from Wednesday 6<sup>th</sup> January 2021.

Should you require any further guidance on the NHS Test and Trace system, please refer to GOV.UK online (link contained in point 1).

If you have any other concerns please do not hesitate to contact the Academy, by phone or email, prior to the last day of teaching which will now be on Thursday 17th December 2020. (Please do not attend the school reception in person at this time).

We wish you and your family a safe and happy Christmas and we look forward to welcoming all our pupils back in the New Year on Wednesday 6th January 2021.

Take care, stay safe



**Helen Tanner**  
**Acting Principal**

