

10<sup>th</sup> December 2020

Dear Parents and Carers,

As published by the Department for Education, you may be aware that schools have been given permission to move INSET Days around to facilitate the early finish to term on 17<sup>th</sup>, rather than 18<sup>th</sup> December. I sent out a Parent Portal message to confirm that West Moors Middle School will not be doing this and so will finish term as planned on 18<sup>th</sup> December according to the timings sent to you by Mrs Gerchen last week (on 18<sup>th</sup> December school finishes for year 5 - 3.00pm **KS2** exit; year 6 - 3.10pm **KS2** exit; Year 7 - 3.10pm **KS3** exit; and Year 8 - 3.20pm **KS3** exit with the bus departing at the normal time). This also means that there are no changes to other published INSET Days throughout the year.

The Department for Education has asked that we share the following information with our families regarding what to do if your child develops Covid symptoms and tests positive, during the holidays:

Where a pupil or staff member tests positive for coronavirus (COVID-19), having developed symptoms more than 48 hours since being in school, the school should not be contacted. Parents and carers should follow contact tracing instructions provided by NHS Test and Trace.

For the first 6 days after teaching ends (up until Christmas Eve), if a pupil or staff member tests positive for coronavirus (COVID-19), having developed symptoms within 48 hours of being in school, the school has been asked to assist in identifying close contacts and advising self-isolation, as the individual may have been infectious whilst in school. **For reporting of all Covid related information, please can all parents/ carers use the following email address: [Covid@westmoorsmid.dorset.sch.uk](mailto:Covid@westmoorsmid.dorset.sch.uk)**

This will be the only email address that will be used to support our Track and Trace processes in reporting Covid test results and/ or close contacts within our school community. If your child happens to be a close contact of a positive case identified once school has broken up we will be contacting you by email not telephone as we only have a skeleton staff working on this in the holidays. Please do check your emails in the first week of the holidays.

We obviously want to avoid having to ask anyone to isolate over the festive period, especially the very special 5 days between 23<sup>rd</sup> December and 27<sup>th</sup> December. Therefore we ask for your support in asking your child to really try hard to limit their close contacts in the last week of term by limiting the number of friends they see and talk to outside of lessons. This will reduce the number of potential people that your child could be a close contact of.

Thank you for all of your help in trying to make this the happiest Christmas possible for everyone in the circumstances.

With best wishes,



Dr Deborah Craddock  
Headteacher

