

11 December 2020

Dear Parents/Carers,

**RE: The Bourne Academy INSET Day – Friday 18<sup>th</sup> December**

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

Given how people with Covid can be infectious for up to two days before they start showing symptoms, schools will need to continue carrying out the Test and Trace role into the holidays. Therefore, we will continue to support NHS Test and Trace should a student or staff member test positive for coronavirus within the first six days after teaching ends.

Consequently, I confirm that The Bourne Academy **will be closed to students on Friday 18<sup>th</sup> December** as all staff will be undertaking professional development training. We will shift our programme of ASPIRE and rewards celebrations to Thursday, and the food service will be provided as normal at break time on Thursday 17<sup>th</sup> Dec. Therefore, we still aim to dismiss all year groups at staggered times with the last year group leaving at 1.35pm.

**The Academy will reopen to students on Tuesday 5<sup>th</sup> 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 19<sup>th</sup> December, please contact the Academy directly using the following email address:  
[covid19@thebourneacademy.com](mailto:covid19@thebourneacademy.com)  
Please note that this email address is only monitored between the hours of 9.00pm and 12.00pm.
2. If your child tests positive for coronavirus from Sunday 20<sup>th</sup> 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 NHS Test and Trace. Members of the Academy will be available via this method up to and including Wednesday 23<sup>rd</sup> December as is the case nationally.

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/>

Can I please remind you to ensure your child is aware of the changes to our operating procedures for January. Correspondence was sent out on Thursday 11 December and is available on the website.

Kind regards

**Mr Avoth**

**Principal**