

25 March 2021

Dear Staff, Parents and Pupils,

**COVID Reporting during the Easter Half Term Holidays**

As half term approaches at the end of this week, we are writing to set out arrangements for reporting positive COVID-19 cases as required by the government. We need you to continue to do your bit to help keep our community safe at the start of half term by continuing to alert school of positive COVID cases.

**What do you need to do?**

The Government has asked schools to play their part in continuing contact tracing if students or staff test positive within 48 hours of school closing.

**This means that we do still ask all parents or staff to contact the Trust if a pupil or staff member tests positive for Coronavirus and has developed symptoms within 48 hours of being in school.**

The BDAT office will coordinate all contact tracing during the half-term period so if a child or staff member has a confirmed positive Coronavirus test between close of school and **Thursday 1<sup>st</sup> April** we would ask all parents to contact the Trust office by:

**Email:** [info@bdat-academies.org](mailto:info@bdat-academies.org)

**Telephone:** 01274 909 120.

We will need the following information when you contact us:

- Name of child / school attending
- Class or year group
- Date your child last attended school
- Symptoms and date they started
- Date of positive test
- Preferred telephone contact details (in case the Trust or school need to call you back)

Please do not phone or email the school office, as school will not be open and picking up messages over the Easter holiday break.

The Trust office will be open Monday-Thursday from 8.30am - 16.30pm and we will be happy to help or answer any queries you may have. You do not need to inform of us cases after Thursday 1<sup>st</sup> April.

On receiving this information, Trust central staff will be able to contact school on your behalf to ensure appropriate contact tracing takes place just as you would expect during term time to keep your child's bubble informed and our families protected.

Wishing you a happy and safe holiday break.



**Carol Dewhurst OBE**  
**Chief Executive Officer**