

10<sup>th</sup> December 2020

Dear parents/carers,

Firstly, thank you for your continued support across what has been a whirlwind of a term. I am proud of how our school community has pulled together and overcome all the challenges thrown our way.

Since returning to school-based learning after lockdown, we have had a legal responsibility to implement a track and trace system within our school. I am sure most of you will have seen one of the many letters we have sent, informing you of the actions we had to take, such as instructing students to self-isolate or closing bubbles as a result of positive cases of Covid-19.

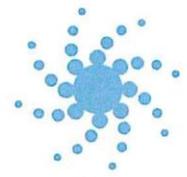
Yesterday, the Department for Education (DfE) published new guidance on how schools should be implementing their track and trace systems over the Christmas period. As a result of this guidance please be aware of the following:

- The last day of term will now be Thursday 17<sup>th</sup> December and school will close to students at 12:30pm. The school will be closed on Friday 18<sup>th</sup> December to all students and staff.
- **The school will continue to operate its track and trace systems until the 23<sup>rd</sup> December.**
- **If your child shows symptoms or tests positive between the 18-23<sup>rd</sup> December You must inform the local authority by emailing [coronavirus.schools@portsmouthcc.gov.uk](mailto:coronavirus.schools@portsmouthcc.gov.uk)**
- As advised by government advice - if your child tests positive for Covid-19 or is contacted by the school as a result of close contact, we have a legal responsibility to inform and they have a legal responsibility to self-isolate for 14 days.

Understandably, no families want to receive a letter informing them to self-isolate across the Christmas period, but I would ask you to remember how far we have come, as a nation, and as a local community, so we must continue to follow the national guidance to keep us all safe.

#### **HOW WILL TRACK AND TRACE WORK DURING THE SCHOOL HOLIDAYS?**

- If your child tests positive for Covid-19 between the 18-23<sup>rd</sup> December, email the PCC email address, [coronavirus.schools@portsmouthcc.gov.uk](mailto:coronavirus.schools@portsmouthcc.gov.uk) remembering to include your child's name, the school and year group, date of positive test result, date of first symptom and the last date in school.
- PCC will inform our 'on duty' member of staff who will then go on to contact you to confirm close contacts and self-isolation period.
- The school will then notify the close contacts **via email and text**. Only those impacted will be contacted. Please ensure you are regularly checking your emails and text messages as this will be the only official means of communication during this period.



The  
Portsmouth Academy

If you are contacted, you will receive an email containing all the information you need to know.

### **I HAVE QUESTIONS, WHO SHOULD I CONTACT?**

The school office will be closed during the Christmas holidays, from 1pm on 17<sup>th</sup> December until Monday 4<sup>th</sup> January.

- If you have any medical questions please visit <https://www.nhs.uk/conditions/coronavirus-covid-19/>
- For questions about self-isolation please visit <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/>

### **FREE SCHOOL MEALS**

Portsmouth City Council has pledged to fund meals over Christmas for children who are eligible for free school meals. These families will receive £30 of vouchers per eligible child in order to buy food.

Arrangements for these vouchers to be distributed are being made using the same system that was in place during the summer break earlier in the year. **If you have any queries or problems accessing, downloading or printing your vouchers you must tell us before 17<sup>th</sup> December.**

- Instructions on how to use your vouchers can be found <https://www.tsatrust.org.uk/wp-content/uploads/2020/12/Edenred-eCode-Redemption-Userguide-DEc-20.pdf>
- and a list of FAQs supplied by Portsmouth City Council can be found here <https://www.tsatrust.org.uk/wp-content/uploads/2020/12/FAQ-1-PCC-Christmas-Voucher-Scheme-Dec-20.docx>

Thank you again for all your support this term – I hope you are able to have a great Christmas break and spend some time with your family. I look forward to seeing you all again in the New Year.

Yours Sincerely,

Mrs R Grey  
Principal