



The Sutton Academy
Together Students Achieve

Principal: Mr Paul Willerton

Dear Parent/Carer

Friday 18 December 2020

The Department for Education have asked for Senior Leaders in schools to continue with Track and Trace for the first few days of the Christmas holidays to ensure that the members of the community are kept safe.

This will only include students or staff who experience symptoms within 48 hours of being on the academy site. **For any student or member of staff who develops symptoms after this point, normal nationwide Track and Trace will deal with any positive cases.** All students will have left the academy site by 12.20pm on Friday. If a student or a member of staff develops symptoms from the afternoon of Sunday 20 December and then tests positive, **this would not impact on anyone at the academy** and so the national Track and Trace would then support from this point onwards.

To support the academy in managing this situation, we ask that parent/carers follow the procedure below. This will allow the academy to conduct any internal Track and Trace during the start of the Christmas break.

- 1) If your child develops symptoms **within 48 hours** of being on the academy site, please contact us using the email address covid@thesuttonacademy.org.uk. This will immediately alert the member of the Leadership Team who is on duty that day. This email address will only be active until Tuesday 22 December, by this point we should be aware of any symptoms or positive tests that could impact on the academy.
- 2) The academy will then be able to communicate with parents/carers and get the result of the Covid-19 test.
- 3) If the test is positive, the academy will then conduct its normal Track and Trace and inform those who have been in close contact that they will need to self-isolate.

For example, if a student develops symptoms on Saturday 19 December, having been on site on Friday 18 December, then the parent/carer would email the academy on covid@thesuttonacademy.org.uk and book a test immediately. This will give us early notice that there is a possibility of a positive case. The academy would then make contact with you and open up communication, so that as soon as the result of the test is known, we can take the relevant next steps.

Once again, have a great Christmas break and thank you for your support during these unusual times.

Yours faithfully



Mr P Willerton
Principal

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