



9th December 2020

Dear Parents/Carers

Christmas closure brought forward to Thursday 17th December to maximise family, pupil and staff safety prior to Christmas

The Department for Education has strongly recommended that schools should close early for Christmas, making Thursday 17th December the last teaching day before the school holidays.

The reason for this is that it allows enough time for any positive coronavirus case to be identified and confirmed by a test, and for any contacts in the school to be traced and informed, before we are released from tier restrictions and form "Christmas bubbles" with our families.

This aligns with the school and Trust's main priority - to keep our pupils, families and staff as safe as possible.

Following the Government guidance, we are therefore writing to inform you that Westminster Primary Academy will close at the end of Thursday 17th December and will not be open to any pupils on Friday 18th December. School will reopen as normal on Monday 4th January 2021.

We are truly sorry that we are notifying you of this change very late in the term and we appreciate that it may cause you some difficulty, however as you will appreciate Government only informed schools yesterday (Tuesday 8th December).

We do however need you to continue to do your bit to keep our community safe in the run up to Christmas by continuing to alert school of positive COVID cases.

What do you need to do?

The Government has asked schools to continuing contact tracing if a pupil or member of staff test positive within six days of school closing.

This means that we do still ask all parents to contact the Trust if a pupil 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 Christmas period so if a child or staff member has a confirmed positive Coronavirus test between close of school and **Wednesday 23rd December**, we would ask all parents to contact the Trust office by:

Email: 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 Christmas break.

The Trust office will be open Monday-Friday from 8.30-16.30 and we will be happy to help or answer any queries you may have. You do not need to inform of us cases after 23rd December.

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 very Merry Christmas and a happy and safe holiday break.

L. Woollard

Lisa Woollard
Associate Principal

Carol Dewhurst

Carol Dewhurst OBE
Chief Executive Officer