



The Arthur Terry Learning Partnership
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Richard Gill CBE NPQH, NLE, FRSA
Chief Executive Officer (CEO)

11/12/2020

Dear Parents and Carers

End of term arrangements and details re reporting positive Covid cases over the Christmas break

I hope that you and your family are safe and well. I write to you at the end of what has been a year like no other but ends with hope that the delivery of the first vaccinations marks the beginning of the end and we can go into the Christmas break with renewed optimism for 2021. I have been humbled by the efforts of our school staff in keeping our schools open, of our families and communities who have supported our schools and our students who have approached this term with maturity. A sincere thank you to you all.

End of term arrangements

You may have seen in the media that the DFE (Department for Education) have issued guidance regarding the end of term, which includes the option of converting the last day of term, Friday 18th December, to a training day for all staff. After careful consideration, we have decided that **all schools within The Arthur Terry Learning Partnership will not change any existing plans and therefore I am writing to inform you that The Coleshill School will remain fully open on Friday 18th December, for staff and students, until 12.30pm as per previous parental communications.** Our training days have been carefully calendared and planned to suit the needs of all schools within our partnership; we feel it is important we maintain them to fit the agreed needs of our schools, so that we are best able to support the children and local communities we serve.

All of our schools have a **training day on Monday January 4th with all students returning on Tuesday January 5th.** Your child's school will be writing to you separately with any individual arrangements about the last day of term and the start to the new term, which may be specific to your school.

Reporting a positive Covid case over the Christmas break

From Monday 21st December all of our schools will be closed, with no staff on site to answer phone calls or deal with queries. From this date, the main responsibility for dealing with positive cases of Covid-19 is the national Test and Trace operation.

However, to support Test and Trace, we will have a dedicated email address linked to each school, should you need to report a positive case of Covid-19 to us. Your school's contact details are Covid19@thecoleshillschool.org. The DFE have asked school leaders to be available to respond to such requests up to December 24th. It is important to note that school leaders will be operating remotely and so will only be looking at seating plans for lessons and tutorial sessions, with the responsibility for identifying social groups being with individual parents and carers when contacting Test and Trace. School leaders will communicate with any families, whose child has been within 2 metres during lessons or tutorials, via email, confirming self-isolation dates. **After December 24th, up to and including Monday January 4th, parents and carers should follow contact tracing instructions provided by NHS Test and Trace.**

I am indebted to our headteachers and senior teachers for their commitment and dedication throughout the pandemic in supporting the national effort of trying to keep everyone safe.

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Thank you, as ever for your support of our schools, their leaders and their teachers. I wish you a very happy break, whatever you are doing and a peaceful and prosperous new year.

Best Wishes

A handwritten signature in black ink, appearing to be 'Richard Gill', written in a cursive style.

Richard Gill
CEO