



11 December 2020

Dear Parent/Guardian

Arrangements for the w/c 14 December 2020

I am writing to inform you about our plans for operating the school in the last week of term and the measures we are putting in place for contact tracing after 18 December. We continue to face extreme staffing pressures due to the increased prevalence of positive cases and the impact of COVID-19 related measures requiring staff to isolate. This week we have asked one year group per day, on a rota basis, to move to online learning.

Unfortunately, we are going to have to increase the remote learning provision into next week. Additionally, you will have read in the letter from Mary Davies, CEO of Maiden Erlegh Trust, that we have risk-assessed our staffing situation on Friday 18 December. Many other schools are closing on this day, due to the government's decision to allow schools to move a staff training day to the 18 December in order to minimise the potential track and trace responsibilities of school leaders over the Christmas break. Around a third of our staff now face their own childcare issues on Friday 18 December and reluctantly, we will have to move the whole school to remote learning for the hours we were planning to be open. Remote learning work will therefore be provided on Google Classroom covering extended tutor period and lessons 1 and 2. No live lessons will be provided on this day although some staff may record narrated PowerPoints/loom presentations as usual.

These are the plans for next week:

Monday 14 December	Year 8 and Year 9 move to remote learning
Tuesday 15 December	Year 8 and year 10 move to remote learning
Wednesday 16 December	Year 7 move to remote learning
Thursday 17 December	All year groups in school
Friday 18 December	All year groups move to remote learning: tutor, lesson 1 and lesson 2 only.

On Thursday 17 December we will be amending the timetable to allow year groups to celebrate final assemblies and to finish the term well.

For those year groups who have been asked to move to remote learning, our special provision will be made for the children of keyworkers. Students in this category may attend school and will be supervised to complete their online learning. If you believe your child qualifies for this provision, then please complete the form [here](#). To assist us with our planning, we would appreciate you completing this form as soon as possible and, in all cases by **3pm on Monday 14 December**. Please note, if your child has been asked to self-isolate due to coming into close or direct contact with someone who has tested positive for COVID-19, they will not be able to attend our special provision.

Similarly, if you are entitled to Free School Meals and would like to collect meals for your child on any days where they are on the remote learning, please complete the form [here](#).

Contact tracing and notification up until 23 December

As advised in the letter from Mary Davies, CEO, parents should inform the school if:

- a) your child develops symptoms within 48 hours of being in school, **and**
- b) they receive a positive test result up to and including Wednesday 23 December.

Please inform the school, using our monitored office email address: MERoffice@maidenerlghtrust.org This email address will be checked once a day at 12pm and any actions will then be taken.

In all other situations over the holidays, and from 24 December onwards, parents should get in touch directly with NHS Test and Trace. The school will not pick up any messages sent beyond 23 December.

Parents are also reminded that we will have a duty **to contact you** up until the end of the day on 23 December if your child has been in close or prolonged contact with a positive case of COVID 19 and that this would consequently mean a period of self-isolation.

Yours sincerely



Mr A Johnson
Headteacher