

28 May 2021

Dear Family,

I hope that you are well as we approach the end of another half term. As always, I am extremely grateful for the support that you have given to our staff across all our schools.

As you will be aware, all our schools will close for the half term holiday at the end of the day on Friday 28 May 2021. Schools will reopen on Monday 7 June 2021.

**How to report COVID-19 cases during the school holidays:**

- If your **child develops symptoms within 48 hours of being in school:**
  - *For example: your child develops symptoms on Saturday 29 or Sunday 30 May 2021.*
  - Contact us on [covid@shirelandcat.net](mailto:covid@shirelandcat.net) – this will also be on the banner at the top of each school's website. When you email, you must tell us:
    - Your name and your child's name
    - School
    - Year group
    - Date symptoms started/date of positive test (if your child has had one)
- If your **child develops symptoms more than 48 hours since being in school:**
  - *For example: your child develops symptoms on Monday 31 May 2021.*
  - Follow contact tracing instructions provided by NHS Test and Trace.
  - Contact the school on Monday 7 June to inform them of your child's absence due to self-isolation.

I hope that you have a relaxing half term break and thank you again for your support.

If you have any questions, please do not hesitate to contact us.

Sir Mark Grundy,

**CEO**