



10 February 2020

Dear Parents/Carers

February Half Term

As we approach half term, I would like to thank you all for your continued support and cooperation. We know this has not been an easy time, but we hope that you all manage to get some well-earned rest next week.

School will be closed to all pupils including key worker and vulnerable children and we look forward to welcoming those that have requested a place after half term on Monday 22 February as well as seeing all the children via Google Classroom from home.

For Key Workers and Vulnerable Children who accessed in school education

Broadstone First will continue to be responsible for carrying out contact tracing for all pupils in school. You may not have been aware of this but in all COVID cases, schools are responsible for ensuring that all the school contacts for a confirmed case are informed. Schools are also responsible for confirming that people should self-isolate and confirm dates for this period of isolation.

Therefore, school leaders will be on duty from Saturday 13 February until (and including) Tuesday 16 February to contact those who may have been in close contact with a confirmed case of COVID 19. Families must inform us should your child become symptomatic and have a test. This will enable us to complete the tracing process and inform relevant families to isolate. If your child becomes symptomatic after the 16 February the need to inform school classmates and teachers ceases due to the time they have been out of school.

To make this as simple as we can for you, we have set up a dedicated email account and phone number. The school office email WILL NOT be manned over this period so the only way to contact the school is by the following method.

Email: covid19@castlemanacademytrust.co.uk

Please ensure you leave your name and a contact number as this will make the process much quicker for us. When we speak with you, we will ask you to identify any children outside of your child's class they have come into close contact with. It will be helpful if you provide this information in your initial email, text, or phone message.

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

Kind regards

A handwritten signature in black ink that reads "Dawn Wilks".

Dawn Wilks

Executive Head

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