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Dear Parents and Carers,

I last wrote to you in September to thank you for the part you played in pupils' successful return to school. Since then, the attendance of pupils has remained high across all eight of our schools and we have thankfully only had two positive COVID cases in one school, leading to two year groups engaging with home learning.

I am sure that you would all want to join me in thanking our brilliant staff for the way in which they have supported your children to engage with their learning and to do so in an environment in which they feel safe and are happy to go to school. Headteachers have been updating their Risk Assessments on a weekly basis and as you would expect, these are very thorough and detailed documents in excess of 50 pages in length.

As we look ahead to next week and the holiday period, I need to remind you to check your child's school website for details on what to do in the event of receiving a positive COVID test result between Friday 18<sup>th</sup> December and Thursday 24<sup>th</sup> December inclusive. During this period all schools are required by law to follow the 'test and trace' process and continue to contact children or staff as necessary.

There is therefore a chance, albeit small, that a school will need to contact parents in the earlier part of the holiday to tell them about a positive case from their child's class bubble and advising them to self-isolate. Most schools will send out automated communications if this is the case and they will let you know which system they will be using and the instructions to self-isolate should be followed. We do all understand how difficult such a communication could make a family Christmas but equally we want to ensure that everyone remains safe and healthy.

I would like to close in wishing every one of you and your families a blessed, peaceful and safe Christmas. It is going to be very different from previous years but I hope that you are still able to feel at least some of the joy that we have come to know and love about this special time of year.

Yours sincerely,

**Richard Cranmer**  
**Chief Executive Officer**