



**Thursday 10<sup>th</sup> December 2020**

**RE: COVID-19 Update**

Dear parents/carers,

Please find below, details of the rota system in place for the final week of term. These have been decided based on the impact of staffing capacity on the timetable for each year group.

Rota for week beginning Monday 14<sup>th</sup> December:

Monday

In School: Year 7, Year 8 **(No Year 9, Year 10, Year 11 pupils)**

Tuesday

In School: Year 10, Year 11 **(No Year 7, Year 8, Year 9 pupils)**

Wednesday

In School: Year 7, Year 9 **(No Year 8, Year 10, Year 11 pupils)**

Thursday

In School: Year 8, Year 11 **(No Year 7, Year 9, Year 10 Pupils)**

**Home Learning**

For those pupils remaining at home as a result of the rota system, we will continue to post out, add to TEAMS or email school work home. This work will reflect what would have been taught within school, work that is completed should be returned to school via the taxi or via email to the subject teacher.

**End of Term & Track and Trace**

Following government guidance received on Tuesday 8<sup>th</sup> December 2020, we have important information to share regarding the end of term and Track and Trace.

The Department for Education has said that we need to act as Track and Trace for the first six days of the Christmas Holidays, they have also recommended that schools close on Thursday 17<sup>th</sup> December so that any families being advised to self-isolate will have this information by 23<sup>rd</sup> December rather than Christmas Eve. It will then give families a small amount of time to make any rearrangements for their Christmas celebrations should that be necessary.

Therefore, the last day of term will now be Thursday 17<sup>th</sup> December, 2:45pm. I apologise for the lateness of this change, but we were only informed of this on Tuesday 8<sup>th</sup> December. We will return as per the term dates on; Monday 4<sup>th</sup> January 2021.



**IF YOU REQUIRE ANY LETTERS TRANSLATING, PLEASE CONTACT THE SCHOOL**

Woodlands Academy, Partney Road, Spilsby, PE23 5EJ. Telephone 01790 753902

[enquiries@woodlands-cit.co.uk](mailto:enquiries@woodlands-cit.co.uk)

[www.thewoodlandsacademy.co.uk](http://www.thewoodlandsacademy.co.uk)




With regard to Track and Trace, I will be 'on call' and monitoring the designated email address daily between 9am and 11am which will ensure I have time to go through the Track and Trace process without having to send late night messages to families. You can of course email/text this information at any time for me to pick up during the monitoring period. From the 24<sup>th</sup> December (Christmas Eve) parents/carers will then have to go through the normal process of booking a test and reporting a positive case to Track and Trace through 111 or the NHS COVID 19 app.

It is vital that parents/carers contact me using the [Alice.Eyre@woodlands-cit.co.uk](mailto:Alice.Eyre@woodlands-cit.co.uk) email, or alternatively on my work mobile phone: 07748609796 as no other emails or phones, will be monitored during this period. If your child has symptoms of COVID, you should book a test immediately. If a positive test is returned, then you must share this information with me on the above email address or via text/phone on the above number. I will then deal with Track and Trace, contacting the Health Protection Team and all those who have been in contact with your child.

Lastly, I would like to thank you for your continued support since the beginning of this pandemic in March. There have been very short-notice changes as a result of government guidance and I appreciate the impact these can have and also the frustration that this brings.

I hope you are able to have a relaxing and safe Christmas break.

Yours sincerely,



Mrs A Eyre  
Headteacher



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