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Headteacher	Oliver Woodward
Deputy Head	Lesley Reynolds
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Business Manager	Sarah Gallagher

4th January 2022

### START OF TERM - WEDNESDAY 5th JANUARY 2022

Dear parents and carers,

Please see below some of the steps we will be taking to reduce the risk of children and staff catching COVID-19 this term.

**We advise that all children and staff test for COVID-19 regularly using lateral flow tests.** We would like children to test at least once per week and staff to test at least twice per week. Staff who work in several classes will test daily. You can order your tests here:

<https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>.

**All children and staff who have any of the symptoms of COVID-19 must self isolate immediately and take a PCR test.** You can order tests here: <https://www.nhs.uk/ask-for-a-coronavirus-test> or phone **119**.

**Staff will wear face masks when they are not in their classrooms.** We would also like parents to wear face masks when they pick and drop off children and when they enter the school grounds.

**We will tell parents if their child has had close contact with a positive case of COVID-19.** We will ask them to arrange for their child to take a PCR test and take lateral flow tests for 7 days.

We will continue with the other measures we have had in place for most of this year which include additional cleaning, regular hand washing, limiting group mixing and improving ventilation.

With best wishes,

*Oliver Woodward*

Oliver Woodward  
Headteacher