

14 December 2020

Dear Parent / Carer

Re: COVID-19 Positive Cases / requirement to self-isolate over the Christmas holidays

I would firstly like to thank you for the support you have provided to the academy over the course of the first term of this academic year. We are really proud of how we have worked together as a school community to handle the challenges that we have faced in light of the ongoing COVID-19 pandemic. We also recognise the additional pressures that this has placed on families when students have either tested positive or have been required to self-isolate. Your support has not gone unrecognised and we are truly grateful for this.

Over the course of the year so far, colleagues have worked with great diligence and care to ensure that when a member of our school community has tested positive for COVID-19, that we follow the government guidance of identifying close contacts and notify them of their responsibility to self-isolate.

As we come to the end of this term, it is important that we continue to work together during the period of time that the academy is closed to ensure any positive COVID-19 cases are handled with the same level of diligence in order to protect our students but also our wider school community and families. We have, therefore, put in place a procedure to allow for this to happen.

COVID-19 Positive Case Procedure

If your child receives a positive COVID-19 test result from Saturday, 19 December 2020 – Thursday, 24 December 2020, please follow the following procedure:

1. Email the academy as soon as possible using our email address: info@farnley.leeds.sch.uk;
2. In your email, please provide the following information:
 - a. Name of your child, year group and form group;
 - b. The date your child developed symptoms;
 - c. Date that your child last attended the academy;
 - d. Test date;
 - e. Result date;
 - f. The names of any students that your child may have been in 'close contact' with on the way to and from the academy, during break and lunch, around the academy or when they were not in lessons.
3. Colleagues from the academy will then identify any other students who may have been in 'close contact' during lessons through our electronic seating plans;
4. For any student identified as a 'close contact' we will notify a parent / carer via text message of the requirement to self-isolate.

***Please note that in terms of 'close contact' we define this as being within 1 metre for more than one minute or within 2 metres for 15 minutes.**

If your child receives a positive COVID-19 test result from Friday, 25 December 2020 – Sunday, 3 January 2021, please follow the following procedure:

1. Email the academy as soon as possible using our email address: info@farnley.leeds.sch.uk;
2. In your email, please provide the following information:
 - a. Name of your child, year group and form group;
 - b. The date your child developed symptoms;
 - c. Test date;
 - d. Result date;
 - e. Date your child is expected to return to school following their period of self-isolation.

If your child is required to self-isolate at any point from Tuesday, 22 December 2020 – Sunday, 3 January 2021 (and this is not as a result of the academy informing your child of the need to do this), please follow the following procedure (please do this separately for each child if you have more than one child that attends):

1. Email the academy as soon as possible using our email address: info@farnley.leeds.sch.uk;
2. In your email, please provide the following information:
 - a. Name of your child, year group and form group;
 - b. Whether your child has any symptoms and the start date of those symptoms;
 - c. Date your child is expected to return to school following their period of self-isolation.

***Please send a follow up email if your child subsequently receives a positive test in line with the guidance on the previous page.**

We very much hope that this procedure is not needed, however, we recognise that in the current climate, as well as the fact that Leeds remains in Tier 3, it is important that we have this mechanism for keeping our students and community safe during the school holidays.

Should you require any further clarification regarding the above procedure, please do not hesitate to contact the academy via the academy's info address before the end of the school term.

Yours faithfully



Mr C Stokes
Principal