



# Larwood Academy Trust

**Executive Headteacher:** Mr Sean Trimble | B.Ed (Hons) MA NPQH |

**Chair of Trustees:** Cllr Sandra Barr | B.Sc (Hons) Dip.soc.pol |

WEBB RISE, STEVENAGE, HERTFORDSHIRE, SG1 5QU

**Email:** admin@larwood.herts.sch.uk **Telephone:** 01438 236333

**Website:** www.larwood.herts.sch.uk **Facsimile:** 01438 236363



## Larwood School

**Deputy Headteacher:** Mr Pierre Van Der Merwe | BA, NPQH |

## Brandles School

**Headteacher:** Mr David Pearce | BA (Hons), PGCE, NPQH |

Friday, 11<sup>th</sup> December

Dear Parents/ Carers,

As we approach the start of the School holidays, we need to be able to track and trace any potential case of Covid 19, after the pupils have finished school and until they stop being classed as a 'close contact.' Therefore, please the following carefully and only use it if it applies to you/your family in relation to Covid 19

If you or your child has a confirmed case of Covid 19 during the holidays (up until Dec 22nd) you should contact Dec2020@larwood.herts.sch.uk . This will only be monitored until Tuesday 22nd December as after this point your child(ren) shouldn't be a close contact of anyone at the school. Please don't call the normal absence line as this won't be covered during Christmas term.

Remember as soon as your child or any member of your household develops symptoms, they must start self-isolating immediately and book a test regardless of it being Christmas.

Main symptoms of coronavirus are:

- A high temperature
- A new, continuous cough – this means coughing a lot, for more than an hour, or 3 or more coughing episodes in 24 hours
- A loss or change to sense of smell or taste – this means they cannot smell or taste anything, or things smell or taste different to normal

If you're not sure whether symptoms suggest that they have COVID-19 or an everyday cough or cold, you can consult this online NHS symptom checker:<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

Please do not send children back to school on Jan 4th 2021, if any of the following apply:

- They have symptoms of coronavirus (COVID-19)
- They, any members of your household, or any close contacts (including extended family or friends they have seen and bubbles at holiday activities and sports clubs) have tested positive for COVID-19
- They haven't completed the full 14 day isolation period requested

Self-isolating is one of the most important things we can all do to help stop the spread of the virus and protect our loved ones and the vulnerable. You can read our helpful self-isolating guide at:[www.hertfordshire.gov.uk/selfisolatingguide](http://www.hertfordshire.gov.uk/selfisolatingguide)

Registered office:

Larwood School, Webb Rise, Stevenage, Hertfordshire. SG1 5QU, UK. Company Number: 10359418



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If you or your family are affected by COVID-19 and need support locally with things like shopping, getting medication or financial advice, visit: [www.hertfordshire.gov.uk/coronavirus](http://www.hertfordshire.gov.uk/coronavirus)

Yours sincerely

S D Trimble

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