



Eastbrook School

14th December 2020

Dear Parents/Carers,

The Secondary school will close on **Thursday 17th December 2020**, and pupils will be sent home from 11:55 am Year 7 through to 12:15 Year 11.

The first day of term for secondary pupils will be on Wednesday 6th January 2021.

Schools have been asked to help the NHS for a six-day window whereby we can support with contact tracing if we receive notification of a positive test result from either staff or pupils. This will ensure that parents can be contacted by us if they are affected by a potential positive result and they can be advised accordingly by Public Health England.

This does mean that **all secondary pupil parents must continue to contact the school via the school email address (office@eastbrookschoo.org)** from Friday 18th December if their child receives a positive test result, until 23rd December. It is vital the school is informed so we can advise parents accordingly and can inform any other children or staff members who may be impacted directly.

The office email address will be accessed by a member of staff at all times, therefore we will receive any notifications and act accordingly.

Yours faithfully,

Paul Frith
Headteacher