

# Lincoln Castle Academy



11<sup>th</sup> December 2020

Dear Parents/Carers,

With the end of term in sight, I write with several updates, including important information about the Christmas holidays.

## Final day of Term – Friday, 18<sup>th</sup> December

During the final days of term, we intend to generate some festive cheer! Although activities will be modified to comply with health and safety requirements, as always, we will end on a joyful note.

On Friday 18<sup>th</sup> December, students can wear a Christmas jumper or accessorise their uniform with something festive. We ask for a **donation of £1 in support of ‘Save the Children Christmas Jumper Day’** charitable campaign.

All students are encouraged to bring a festive packed lunch on the final day. Shop-bought treats can be shared in form groups (unfortunately we cannot share homemade treats). Students who are eligible for free school meals will receive a festive packed lunch.

End of term activities will include: A live screening of a pantomime, ‘School Games’, Tutor Quiz & Year group assemblies (screened in separate tutor rooms)

On Friday 18<sup>th</sup> December, lessons will end at 12.30pm with **staggered departure as follows:**

- 12.30pm Years 7,11, 12 and 13
- 12.35pm Year 8 and 10
- 12.40pm Year 9

Buses and taxis will leave school at 12.45pm with supervision for students until departure.

## Next Term

The academy will reopen for staff INSET on Monday 4<sup>th</sup> January 2021. All students will return on Tuesday 5<sup>th</sup> January 2021. Existing safety arrangements will remain in place with staggered arrival and departure times with one adjustment: **Year 9 students should now arrive in school at 8.35am.**

## Covid-19 Update

Since my previous letter to all parents on 4<sup>th</sup> December, we have been informed of 2 confirmed cases of Covid-19 amongst students. We have had no cases amongst LCA staff. In one case, the child was already self-isolating and had not been attending the academy for some time.

## Confirmed cases of Covid-19 during Christmas Holidays

This week schools received confirmation that we are required to undertake close contact tracing for 6 days after school has closed to students. A small team of senior leaders will be ‘on-call’ up to and including Christmas Eve. If notified of a confirmed case of Covid-19 amongst staff or students of LCA, we will undertake close contact tracing using attendance records, seating plans and social group information. We will contact parents via email and text (and by telephone where possible) to inform you if your child is required to self-isolate.

You will not be able to contact school via telephone during this period and should instead **notify us of any confirmed cases** of Covid-19 via email: [enquiries@lincolncastleacademy.co.uk](mailto:enquiries@lincolncastleacademy.co.uk). This will be checked daily but please note only Covid-19 queries will be answered during the holiday period.

The government guidance below details requirements during this period.

A final letter and end of term newsletter will follow next week.

Yours sincerely,



Mrs Laming  
Headteacher

### ***Covid-19 Christmas Holiday Guidance for Schools & Parents***

- Where a pupil or staff member tests positive for coronavirus (COVID-19), having developed symptoms more than 48 hours since being in school, the school should not be contacted. Parents and carers should follow contact tracing instructions provided by NHS Test and Trace.
- For the first 6 days after teaching ends, if a pupil or staff member tests positive for coronavirus (COVID-19), having developed symptoms within 48 hours of being in school, the school is asked to assist in identifying close contacts and advising self-isolation, as the individual may have been infectious whilst in school.
- School staff are not asked to remain on-call or conduct any contact tracing more than 6 days after the final day of teaching. Where a school's last teaching day is on Friday 18 December, there should be no pupil contact tracing asks beyond Thursday 24 December
- Where pupils are required to self-isolate due to contact with a positive case after the first 6 days following the end of term, schools do not need to be informed about their absence until the first day of the new term.

