



Cross Road, Middlestown, Wakefield,  
West Yorkshire,  
WF4 4QE

28<sup>th</sup> May 2021

**Phone:** 01924 278290

**Website:** middlestown.accordmat.org

**All Enquiries:** admin@middlestown.accordmat.org

**Head of Academy:** Mrs Hannah Young  
headofacademy@middlestown.accordmat.org

Dear Parent/Carer

## Half Term Holiday – Contact Tracing Arrangements

As we approach the May Half Term break, I write to provide all parents/carers with details of the academy's arrangements for supporting contact tracing for any positive coronavirus (Covid-19) pupil cases over the academy closure period.

The academy will support with requirements to trace close contacts of positive cases for a six day period beginning Saturday 29 May through to Thursday 3 June inclusive.

This is on the basis that this will allow enough time for positive coronavirus cases to be identified and confirmed by a test and for relevant contacts in the education setting to be traced.

For the first 6 days after teaching ends, if a pupil tests positive for coronavirus, having developed symptoms **within 48 hours of being in the academy**, the academy is required to assist in identifying close contacts and advising self-isolation, as the child may have been infectious whilst in the academy.

Where a pupil tests positive for coronavirus, having developed symptoms **more than 48 hours** since being in the academy, the academy do not need to undertake track and trace. Parents and carers should follow contact tracing instructions provided by NHS Test and Trace.

**The academy will not contact trace from Friday 4 June and for the remainder of the half term closure period.**

## Notifying positive Covid-19 cases

In order for the academy to support contact tracing requirements; if your child tests positive during the academy closure period, we kindly ask you to complete an electronic questionnaire and parent/carers declaration which can be accessed at:

<https://forms.office.com/Pages/ResponsePage.aspx?id=EENLhb8NQUKuQU3wpPjbkvPk5kKe-nhPmtF8ayE89qFUMzM1NFIwQ0dVTIYxU1U5NTZMWEtKNkRDNC4u>

On receipt of the questionnaire the following applies:

- **Between the period Saturday 29 May and Thursday 3 June:**
  - The academy will periodically check for responses to the questionnaire in order to make contact with any close contacts identified as a result of a positive Covid-19 case.

- **This is the only way in which you can notify the academy of a positive case.**
  - The academy telephone contact number and the academy contact email address **will not** be monitored over the half term break.
  - If your child is identified as a close contact; you will be contacted by email confirming that this is the case, providing isolation details and advice.
  - A follow up letter will also be issued confirming this isolation advice.
- **From Friday 4 June;**
    - Parents/carers are still kindly asked to complete the electronic questionnaire if your child tests positive for coronavirus.
    - Whilst responses will not be picked up straight away, they will be accessed on the return to the academy.
    - Questionnaires completed from Friday 4 June onwards will not be reviewed for contact tracing as this is not a requirement asked of schools from this date.
    - However, the questionnaire will assist in informing the academy of anticipated attendance at the point we re-open on Monday 7 June 2021.

I sincerely hope that all pupils, parents and carers remain fit and well during the half term break. I hope the information contained within this letter assures you of our procedures should that not be the case in relation to Covid-19.

I wish you all a restful and half term break.

Yours Sincerely,

Mrs Hannah Young  
Head of Academy