



17<sup>th</sup> December 2020

Dear Parent / Carer

With COVID cases still high in Leeds, we need to do all we can to help reduce the risk of spreading the virus over the Christmas holidays. As school closes over the Christmas period, it continues to be very important that you let us know if your child has tested positive for COVID (Coronavirus) and may have had contact with other children in our school whilst infectious.

I would like to remind you that prompt notification of any positive Covid-19 test results should be emailed to [info@bishopyoungacademy.co.uk](mailto:info@bishopyoungacademy.co.uk) which is monitored throughout the school day and out of school hours. On receipt of your email, you will be contacted by a senior member of staff to discuss the details and help us to assess the extent of contact with others in the school community. As we approach the Christmas holidays, I would like to confirm that this email will continue to be monitored up until midday on Wednesday 23 December. In so doing, we will be able to respond to any positive cases which have emerged at the start of the school holidays where it is assessed that close contact has taken place in school during the 48-hour period prior to the onset of symptoms for the positive case. In this event, we will contact any parents of students affected to advise the identified student to self isolate. After Wednesday 23 December, contact tracing responsibilities for any positive cases will be undertaken by NHS Test and Trace.

When emailing the school, we will need to know:

- name and year group of your child
- the onset date of symptoms,
- what the symptoms are,
- date of test
- date of positive result.
- names of close contacts / friendship group

### What to do if someone in your household develops symptoms of COVID

The most common symptoms of COVID are:

- A new continuous cough and /or
- A high temperature and/or
- A loss of, or change in, normal sense of taste or smell (anosmia)

If you or a family member have one of the above symptoms your household must self-isolate and seek a test. Your household should continue to self-isolate until you get your test result and are advised what to do next by NHS Test and Trace.



You can arrange a test online at online [www.gov.uk/get-coronavirus-test](https://www.gov.uk/get-coronavirus-test) OR by calling 119

### How to stop COVID-19 spreading

There are **4 Big Things** we can all do to help reduce the spread of COVID in Leeds

- 1) Avoid contact – keep at least 2 metres away from people you don't live with as much as you can
- 2) Self-isolate – if you are advised to do so, and get a test if you have symptoms
- 3) Mask – wear a face covering when you are in a public indoor environment with people you don't know
- 4) Follow government guidance

I would like to thank all parents, carers, students and staff for making my first term as Head of School at Bishop Young so enjoyable. Thank you for your support, patience and cooperation as the Academy has navigated the challenges of managing the impact of the pandemic within our school community throughout this term. This partnership has proved invaluable in helping us to quickly respond to any issues and minimise the impact on the health and education of all our students.

We have literally just heard on the news that return to secondary school in January will be staggered in England, with some years working from home rather than in school. However, we do know that Year 11s will start back as normal on Monday 4<sup>th</sup> January 2021. Due to the lateness of this announcement we have had no time to plan for this and therefore we ask you to check our website at the start of the new year for further details regarding all year groups.

We hope that you have a safe and restful festive period and we look forward to welcoming our students back in the new year.

Yours sincerely

A handwritten signature in black ink, appearing to read "R. Cole".

Rachael Cole  
Head of School



In partnership to Educate, Nurture & Empower

