18 December 2020

Dear Parents and Carers

**COVID – Notifying Hartley Brook of positive cases during the holiday period**

Thank you to all parents/carers for your continued support this term. It has certainly been like no other.

As we enter the Christmas break, it would be greatly appreciated if you could make us aware if your child tests positive for COVID-19 between **Saturday, 19 December and Thursday, 24 December 2020** by calling Mrs Costello on this number 07398889421. This is the only way to report a new case, as the academy will be closed for 2 weeks and the general email enquiries will not be picked up until we return in January.

Please call as soon as possible, if your child has a positive test.

From **5pm on Thursday 24 December 2020,** parents/carers are required to report any positive cases to Public Health England (0114 321 1177) rather than to the school.

Finally, I would like to take this opportunity to wish you all a Merry Christmas and a Happy New Year.

Yours sincerely



Mrs Costello

Head of School