

14 December 2020

Dear Parents and Carers

**COVID – notifying the academy during the holiday period**

Thank you to all parents/carers for contacting us in a timely manner allowing us to respond swiftly to any positive cases that have arisen in the academy during this term.

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 Thursday 17th December and Wednesday 23rd December 2020 by completing a Google Form ([link here](#)). 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. The google form covers all Outwood schools in the Southern Region (list below).

Please complete the form as soon as possible, in full if your child has a positive test. Once the form is submitted, you will be contacted by a member of staff in due course.

From **5pm on Wednesday 23<sup>rd</sup> December 2020**, parents/carers are required to report any positive cases to Public Health England rather than to the academy. The form mentioned above will not be accessible after Wednesday 23rd December. Public Health England telephone numbers are listed below.

Outwood Academy Portland	0344 225 4524 (East Midlands)
Outwood Academy Valley	0344 225 4524 (East Midlands)
Outwood Post 16 Centre	0344 225 4524 (East Midlands)

Yours sincerely



**Mr G Dzoboku**  
**Principal**