

## Dudley Academies Trust

Executive offices, Dudley College of Technology  
Priory Villa, 3 Ednam Road, Dudley, West  
Midlands, DY1 1HL

Chair of Board of Trustees: Lowell Williams  
Chief Executive: Jo Higgins



28/05/21

Dear Parents/Carers

### **Re: May Half Term – COVID-19 Tracking**

I am writing to update you on information regarding contact-tracing arrangements over the May half-term holiday. The academy will close on **Friday 28<sup>th</sup> May 2021**, and will reopen on **Monday 7<sup>th</sup> May 2021**.

It is important for parents/carers, staff and learners who are participating in the asymptomatic testing programme to **keep testing through the half term holiday** to manage the spread of COVID-19, as part of the regular habit of testing at home every 3-5 days (twice a week).

The Department for Education and Public Health England expect schools to continue procedures that are in place for contact tracing over the Easter break. In response to this, we will implement the same procedure we had in place for contact tracing during previous holidays.

Staff or learners who were **in school up to 48 hours before** having a positive Lateral Flow Device (LFD) test result **or** developing symptoms which are then confirmed as COVID-19 via a Polymerase Chain Reaction (PCR) test, should notify the academy by email **as soon as possible**. The academy will then complete the relevant contact tracing process with Public Health England and notify any other children or staff who have been close contacts and need to self-isolate. In order to notify the academy, please send an email to [office@pegasusacademy.org.uk](mailto:office@pegasusacademy.org.uk)

When reporting a positive case, please include the following information in the body of your email:

- Name of child & their form group
- Date of first symptoms
- Date of lateral flow test taken
- Date of positive PCR test outcome (once received)
- Date and time last in academy
- Contact number in case further information is requested by Public Health England

Where a learner or staff member receives a positive LFD test result **or** develops symptoms **more than 48 hours since being in school**, the academy does not need to be



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contacted. Parents/carers and staff should follow contact tracing instructions provided by [NHS Test and Trace](#).

Therefore, the above email addresses are only active between Friday 28<sup>th</sup> May 2021 and Sunday 30<sup>th</sup> May 2021. **After 30<sup>th</sup> May, the email will be inactive** and you should follow contact-tracing instruction provided by [NHS Test and Trace](#). Please be aware that the academy office will not be staffed during the holidays therefore, please do not call the academy as the lines will be closed and messages will not be received. Should you have an urgent safeguarding concern, please contact the Senior Inclusion & Safeguarding Officer by calling 07824 583068.

**Please remember that as soon as your child or any member of your household develops COVID-19 symptoms, they must start self-isolating immediately and book a test.**

The main symptoms of COVID-19 are:

- A high temperature.
- A new, continuous cough – this means coughing a lot, for more than an hour, or 3 or more coughing episodes in 24 hours.
- A loss or change to sense of smell or taste.

If you are not sure whether symptoms suggest that they have coronavirus or just an everyday cough or cold, you can consult the NHS online symptom checker [here](#).

Please do not send children back to school if any of the following apply:

- They have symptoms of COVID-19.
- They, any members of your household, or any close contacts (including extended family or friends they have seen and bubbles during Easter holiday activities and sports clubs) have tested positive for COVID-19.
- They haven't completed the full 10-day isolation period requested.

If you or your family are affected by COVID-19 and need support locally with things like shopping, getting medication or financial advice, visit the Local Authority website [here](#).

Your continued support is greatly appreciated.

Yours sincerely

Jo Higgins  
Chief Executive



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