

18th December 2020



Dear Parent/Guardian

Important Covid 19 Information

Following DFE guidelines and Public Health, schools have been requested to do the following for 6 days after the end of term.

- If your child develops symptoms up to and including **Sunday 20th December 2020** which results in a positive test up to **Thursday 24th December 2020**, you must inform us by email on: admin@westparkacademy.org.uk.
- Please give us the name of the child, class and date their symptoms started, along with your contact details. This will enable us to track and trace individuals who have been in contact.

If your child develops symptoms from **Monday 21st December 2020** onwards, they must be tested and if positive, follow the advice Test and Trace. **At this point you do not need to contact us.**

Yours sincerely

Mrs S Hirst
Principal

Principal: Mrs S Hirst

West Park Academy, Alderman Leach Drive, Darlington, Co Durham DL2 2GF

Tel: 01325 380792

Email: admin@westparkacademy.org.uk

West Park Academy, part of Shared Vision Learning Trust an exempt charity and company limited by guarantee in England and Wales(Registered no: 7659444) whose registered office is as above.

