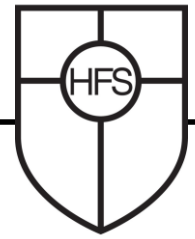


# The Holy Family



11 December 2020

## Catholic School

Dear Parent/Carer

I am writing to confirm that we will be closing for the Christmas holiday at 12.00 pm on Friday, 18 December 2020. The usual buses and other regular transport have been arranged to coincide with the earlier finish time on Friday. All students are due to return to school at 8.35 am on Monday, 4 January 2021.

Schools are required to support with contact tracing for 6 days after the final day of teaching. This means that if we are notified of a positive case which affects your child(ren), we may be in contact with you up to and including Thursday, 24 December 2020.

To support us with this please can I ask that the following steps are taken:

- If a student from the school who lives in your household develops symptoms or tests positive for Covid 19 within 48 hours of their last day present in school, please inform us as the student may have been contagious whilst in school.
- Please inform us by e-mail using [office@holyfamilyschool.uk](mailto:office@holyfamilyschool.uk) stating the following information
  - a) Name/Form of student who has tested positive
  - b) The date/time that the student developed symptoms
  - c) A brief outline of the symptoms experienced
  - d) A copy of the positive test result
  - e) The names of any students that they have been in close contact with at break/lunchtime in the 48 hours prior to symptoms developing or returning a positive test
  - f) The names of any students they have been in close contact with while travelling to/from school
- Please monitor MyEd until Thursday, 24 December 2020 as this will be one of the methods we will use to contact families should we need to advise them on close contact.
- Please answer any unexpected phone calls until Thursday, 24 December 2020 – these may be from the school number, a mobile number or a withheld number.
- If a student develops symptoms or tests positive for Covid 19 more than 48 hours after the last time they were in school, then the school does not need to be contacted. Please follow the instructions provided to you by NHS Test and Trace.
- The school e-mail account will be monitored from Saturday, 19 December 2020 until Thursday, 24 December 2020.
- Please use MyEd or the e-mail address above over the Christmas holiday period to inform the school of any Covid 19 related absences that will affect students' return to school on Monday, 4 January 2021.

Thank you in anticipation of your support with this.

Some further information I would like to draw your attention to is regarding after school detentions which appears at the end of this letter. There have been some amendments to the system which will take effect on our return to school after the Christmas holiday. Please can I ask that you familiarise yourself with this information and ensure that your child(ren) are also aware of these arrangements. If you have any queries regarding detentions in particular, please contact Mrs Johnston at the school.

Finally, I would like to take this opportunity to thank you for your ongoing support throughout what has been an extremely challenging term. I wish you all a happy, peaceful and safe Christmas break.

Yours sincerely

S Mather  
Interim Headteacher



## Detentions

**Detentions are an important sanction that we use in school that allows us to swiftly deal with low level disruption, inadequate work, behavioural issues or punctuality.**

We appreciate the support that parents give us in making sure that students attend these detentions, so that minor issues do not need to be escalated to bigger sanctions.

Students will either be allocated:

**a C2 detention which will run for 30 minutes**

**a C3 detention which will run for an hour.**

When a student does not attend a C2 detention, without a legitimate reason that detention will be upscaled to a C3 detention at a later date, therefore it makes sense for students to attend as directed to avoid a longer detention.

We have just introduced a new element to Class Charts which should inform you by message when your child has a detention. They will also be reminded in form time on the day of the detention, however it is your child's responsibility to attend.

**After Christmas, we are introducing an additional SLT Friday Detention, which will be held for those students who have missed their detentions during the week. This detention will last for an hour.**

If students are legitimately unable to attend a detention for a specific reason that particular night, then we would ask that you inform school, so that it can be rearranged.

We would ask for your support in reinforcing this at home and sharing the message that if students are on time for school, in the correct uniform, working hard in their lessons, and behaving around the school, showing respect to the staff and their fellow students then detentions will not be an issue for them!