

ALEC REED ACADEMY

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www.alecreedacademy.co.uk
Acting Principal and CEO: Phil Cosby



10th December 2020

Dear Parent / Carer

As we get closer to the Christmas vacation, I believe it is important that we do whatever possible to keep everyone safe and reduce the risk to your families. Yesterday I met with our Board of Trustees and they agreed with my request to close the academy early this year.

As a result, **the last day of term for all pupils will be Wednesday 16th December**. Pupils will **finish at the normal time for their year group**. This decision widens the gap between the end of term and Christmas Day reducing the risk of infection to you and your families. This is important as it is a time of family gatherings irrespective of religion.

Hopefully, everyone will continue to stay safe and well over the break however **if your child tests positive for COVID-19** between Monday 14th and Tuesday 22nd December and you have not already notified the us, you should **inform the academy immediately** at enquiries@alecreedacademy.co.uk giving the following information:

- The date any symptoms started
- The date the COVID-19 test was taken
- The date the positive COVID-19 test was received
- The last date your child was in the Academy

We need to receive this information promptly as we need to let other staff/ pupils know that they need to isolate if they have been in close contact with the positive case to try to reduce the risk of further spread. If there are any questions or concerns, please ring 0208 841 4511 or email us at enquiries@alecreedacademy.co.uk.

I will be writing to you again at the end of term but remind you that on **Friday 11th December (secondary phase)** and **Monday 14th December (primary phase)** we will be having our annual Christmas Jumper Day in Aid of 'Save the Children Fund'. Donations can be made via Parent Pay, however there will also be collections on the day.

With my best regards,

Phil Cosby
Acting Principal & CEO

'The Collins PiXL Award for Outstanding Progress' National Award Winners 2014

