



Orchard and Shepherds Well
Academy
Together we will achieve.



15th December 2020

Dear Parents/Carers,

Christmas Holidays – COVID-19 Arrangements

I am writing to let you know that our school office will be closed during the Christmas holidays, and to provide details on what to do if you or anyone in your household develops symptoms of Covid-19 during this time.

It is important to get a Covid-19 test as soon as you develop symptoms.

If you or a family member tests positive within the first 6 days of term ending (Saturday 19th to Thursday 24th December), you should notify the school of your result. Please email Test.Trace@Emat.uk or call **07425 636953**.

We will have a member of staff on-call who will then identify close contacts at school and contact their families via text or email to notify them that they need to self-isolate.

We very much hope you all remain well over the Christmas period and that you are able to enjoy this special time with your loved ones.

For more information about how to get a test, please visit <https://www.nhs.uk/conditions/coronavirus-covid-19/>.

Yours sincerely,

Mr. C. Brown
Headteacher
Orchard Academy

Headteacher: Mr C. Brown. Assistant Headteachers: Mr L. Bartishel and Mr J. Wilson.
Springfield Boulevard, Springfield, Milton Keynes, MK6 3HW
Telephone: 01908 670681



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