



Portland Spencer Academy

Working Together for Success

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9th December 2020

Dear Parents/Carers

RE: Additional INSET day – Friday 18th December 2020

Spencer Academies Trust schools will be following Government guidance and finishing the autumn term at the end of the school day on **Thursday 17 December**, to allow staff teams to meet their obligations for contact tracing. This means that Friday 18 December will be an additional Inset Day for our school.

Having only received Government guidance yesterday we realise that this is short notice but equally, it is important to inform you as soon as possible to allow you to make the necessary arrangements.

Further details about school availability for reporting contact tracing will be shared with you in the coming days.

As we countdown to Christmas, we ask you to remain highly vigilant and remind you to **NOT send your child to school if they, or anyone in their household, are showing any COVID -19 symptoms**. This takes on additional significance from 10th December, as any isolation period from this date will cut into the Christmas period. Please ensure you are continuing to follow Tier 3 restrictions and social distancing guidelines to minimise the risk.

I would like to take this opportunity to thank you for your overwhelming support throughout this term. You and your children have been simply wonderful and I hope you all have a healthy and safe Christmas and New Year.

Thanks again,

Kind Regards

Kate Green
Executive Headteacher