



# ROBERT MELLORS PRIMARY ACADEMY

Bonington Drive, Arnold,  
Nottingham  
NG5 7EX  
Tele: 0115 8408068  
Fax: 0115 8408708

Head Teacher: Mrs E Essex  
Email: [office@robertmellors.org.uk](mailto:office@robertmellors.org.uk)

10<sup>th</sup> December 2020

Dear Parents/Carers,

We're writing to let you know that the Department of Education (DfE) has written to all schools asking them to remain contactable for a six-day window after the end of term so that we can assist with contact tracing where necessary. This means staff from the school will need to be available for Test and Trace purposes and we could then have to contact you if your child is affected. The DfE are allowing an existing INSET day to be brought forward so all face to face teaching could end on Thursday 17<sup>th</sup> December, which means the cut off for this would be 23<sup>rd</sup> December rather than Christmas Eve.

The Redhill Trust have considered this option and decided that Friday 18<sup>th</sup> December will be designated as an INSET day. This means that **the last day of term for children is now Thursday 17<sup>th</sup> December.**

While we appreciate this is short notice, the DfE had made this suggestion so that the staff at the school are still available to make Test and Trace calls until 23<sup>rd</sup> December 2020 if required. This will allow for greater safety and peace of mind if you are meeting family and friends over the Christmas period.

Please use the [office@robertmellors.org.uk](mailto:office@robertmellors.org.uk) email address to inform us of any confirmed positive COVID tests for our pupils once the term has ended. The email will be checked twice per day up to and including 23<sup>rd</sup> December.

School will end at the normal times of 3:15 and 3:25 on Thursday 17<sup>th</sup> – after the Christmas parties have taken place.

We hope that you have a wonderful Christmas break and we all look forward to seeing you all when school re-starts on Monday 4<sup>th</sup> January 2021.

Best wishes

Mrs Essex

