



**Central Co-operative  
Learning Trust**

c /o Outwoods Primary School  
Harehedge Lane  
Burton upon Trent  
DE13 0AS  
Company Number: 10973765

10<sup>th</sup> December 2020

Dear Parent / Carer

We are writing to tell you that the school that your child attends will close for an INSET day on Friday 18<sup>th</sup> December.

This is following national advice issued to all schools by the government this week. By closing a day earlier, it will help to reduce the possibility of you getting late notice if your child has been in contact with a positive case.

If we were to remain open on Friday 18<sup>th</sup> December it would mean that notification of a positive case in your child's class could arrive as late as Christmas Eve giving no time at all to rearrange plans and to observe the requirement to isolate.

By following the advice to close a day early it should ensure that if there had been a positive case in your child's class that the latest you would be informed is 23<sup>rd</sup> December 2020, although hopefully it would be sooner.

This year has been incredibly difficult for families and with Staffordshire being in the highest tier we feel it is important to do all that we can to preserve the opportunity for you to meet with family and friends over the Christmas period when national restrictions are relaxed for a short time.

We are conscious that for working parents this may cause some difficulty with childcare hence we are notifying you today so that plans can be made. We are working with very tight timeframes as the Government announcement was only made on Tuesday of this week so we apologise for the short notice.

We hope that you and your families can enjoy a relaxing and well deserved Christmas break together.

Kind regards

Bernadette Hunter  
CEO