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Headteacher: Mrs Carolyn Sutcliffe

9<sup>th</sup> December, 2020

Dear Parents/Carers

Yesterday the government announced that it was allowing schools to take an Inset day on the last day of term in order to protect families and staff.

We have considered this option carefully and have decided that it is in the best interests of students, their families and staff to break up on Thursday 17<sup>th</sup> December. This will help everyone to stay safe and well and enjoy the Christmas period. We will take 18<sup>th</sup> December as a staff training day, and there will be no lost learning as your child will attend on Friday 12<sup>th</sup> February 2021, which was previously an inset day.

**The last day of this term will be Thursday 17<sup>th</sup> December.**

I really hope that everyone keeps well, but if your son/daughter develops symptoms of Covid 19 within 48 hours of being in school and subsequently has a positive test, please contact the school by emailing [headteacher@talbot.sheffield.sch.uk](mailto:headteacher@talbot.sheffield.sch.uk)

If your son/daughter develops symptoms of Covid 19 more than 48 hours since being in school, the school should not be contacted. In this case please follow contact tracing instructions provided by NHS Test and Trace.

I apologise for the short notice, but after a difficult few weeks in school, I want to do everything I can to ensure that our students, families and staff have a very Happy Christmas.

Yours sincerely,

Carolyn Sutcliffe  
Headteacher