

Clod Lane, Haslingden, Lancashire BB4 6LR
Tel: 01706 214640
Email: office@theviewtrust.org
Website: www.torview.org

Trust CEO and Executive Principal: Ms A Y Holdsworth
Headteacher: Mrs L Parrish



28th September 2020

Dear Parents & Carers,

Clarification of Bubble Closure

Further to closing two bubbles and associated transport, I would like to take this opportunity to explain in more detail how we will be handling further bubble closures, and draw your attention to the measures we have in place for reporting COVID related queries.

Bubble Closure

We will close a class bubble when a child/staff member has received a positive COVID-19 test result; or as a precautionary measure as we deem appropriate. We are consulting with LCC in respect of each case (whether confirmed or suspected).

If your child has travelled on transport, we must additionally close the transport bubble, which is different to their class bubble.

For the avoidance of confusion, further bubble closure emails will contain details of the class that is closing and the transport that is affected. Please be assured that we are only sending this information to parents/carers where their child is directly affected.

Parents/carers will, in the first instance, receive a text message alerting them to the bubble closure. This will be followed by an email containing further information. When appropriate, school will inform families when the bubble can return to school.

Parents/carers are required to follow government guidance in response to the information provided by school regarding the bubble closure.

A letter will be sent (via email) to families who are not affected by the bubble closure, informing them of the situation.

Transport

We are working with transport to see if there is any viability of mirroring the class bubbles on transport, but as you can imagine, this is challenging and in reality, may not be practical.

Dedicated COVID-19 Email Address

Please ensure all correspondence regarding COVID-19 related issues is sent to the dedicated email during out of hours. This email is monitored until 8 pm each evening and weekends. Unfortunately the general

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office email is not monitored outside of usual business hours and we would not like to oversee an important message that would lead a to a bubble closure.

The email address is : **covidpositive@theviewtrust.org**

To ensure consistent communication, teachers will not respond to individual requests from parents/carers out of hours, this will need to be done via the **covidpositive@theviewtrust.org** email. If necessary, the leaders on duty will follow up your query to the email address with a phone call.

As ever, I thank you for your valued support as we continue to navigate our way through these tricky waters. Please do not hesitate to contact a member of the leadership team or Mrs Daley our Parent Liaison Officer to discuss any concerns that you may have in relation to this matter.

Kindest regards



Mrs Louise Parrish
Headteacher

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