

# COCKBURN SCHOOL

Specialist status in the Performing Arts



**Executive Headteacher** Mr D Gurney BA (Hons) / NPQH / NLE  
**Head of School** Mr R Dixon BSc (Hons) / NPQH

16<sup>th</sup> December 2020

Dear Parent/Carer,

As we approach the Christmas holiday we would like to thank you for your continued support and celebrate with you the many achievements of our excellent students. Attendance has continued to be high for the majority of students and they have adapted very quickly to the remote learning procedures where there has been a need to self-isolate. We would also like to thank you for your support in keeping unwell children at home and collecting them promptly from school when requested. When we have to send students home to self-isolate, we do not take this action lightly and carefully follow all Public Health England guidance.

Please ensure that, if your child or other members of the household are unwell with the listed Covid-19 symptoms, the household self-isolate, remain at home and the person with symptoms takes a COVID test. Most results are received within 24 hours – please remain at home until a negative result is received.

### COVID-19 Positive Case Procedure:

**If your child receives a positive COVID-19 test result from Saturday 19th December – Thursday 24th December and has been in school less than 48hrs before symptoms developed please follow the procedure below:**

1. Email the school as soon as possible using our email address: [info@cockburnschool.org](mailto:info@cockburnschool.org)
2. In your email, please provide the following information:
  - a. Name of your child and year group
  - b. A screenshot of the COVID test result
  - c. Any siblings in the school
  - d. The date your child developed symptoms
  - e. The date that your child last attended the school
  - f. The names of any students who your child may have been in 'close contact' with on the way to and from the school, during break and lunch, around the school or when they were not in lessons.
3. School staff will then identify any other students who may have been in 'close contact' during lessons through our electronic seating plans.
4. For any student identified as a 'close contact' we will notify a parent/carers via email and the Parent App of the requirement to self-isolate.

**If your child receives a positive COVID-19 test result from Friday 25th December 2020 – Monday 4th January 2021, having developed symptoms more than 48 hours since being in school, the school should not be contacted. Parents and carers should follow contact tracing instructions provided by NHS Test and Trace.**

**If your child is required to self-isolate at any point from Saturday 19th December 2020 – Monday 4th January 2021 (and this is not as a result of the school informing your child of the need to do this), please follow the procedure below:**

1. Email the school as soon as possible using our email address: [info@cockburnschool.org](mailto:info@cockburnschool.org)
2. In your email, please provide the following information:
  - a. Name of your child and year group
  - b. A screenshot of the COVID test result or test and trace notification
  - c. Whether your child has any symptoms and the start date of those symptoms
  - d. The date your child is expected to return to school following their 10-day period of self-isolation.

We remind you that the school is closed from 12:30pm on Friday 18th December with staggered exit times in year group bubbles:

12:10pm - Year 11	12:15pm - Year 10	12:20pm - Year 9	12:25pm - Year 8	12:30pm - Year 7
-------------------	-------------------	------------------	------------------	------------------

We re-open to students in the New Year on Tuesday 5th January 2021.

Wishing you all the best for a healthy and restful Christmas holiday and a Happy New Year.

Yours sincerely,

Mr D Gurney  
Executive Headteacher

Mr R Dixon  
Head of School

Parkside, Gipsy Lane, Leeds LS11 5TT  
Tel 0113 2719962

[info@cockburnschool.org](mailto:info@cockburnschool.org)  
[www.cockburnschool.org](http://www.cockburnschool.org)