



MAIDEN ERLEGH

SCHOOL

Headteacher: Mr P. Gibson

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Dear Parent/Guardian

Attendance Letter: Tackling COVID together – #TeamMaidenErlegh

Please find below some vital information from our attendance team. Everyone in education has been working tirelessly and our attendance team are no exception. Behind the scenes they are having to adapt to ever changing rules and reporting systems and they have asked that we send this letter. They are one of our many unsung heroes and I ask you all to follow the guidance below.

Thank you for all that you are currently doing to help us combat COVID within our school. As you may know, we report our attendance data daily to the Department for Education, Wokingham Borough Council and when necessary to Public Health England.

To keep our data correct and as current as possible please can you notify the school **daily** on any of the following to mescovidalert@maidenerleghtrust.org:

- Booking a PCR if your child is displaying any of the COVID symptoms. Please note that the 'at home' tests, (the lateral flow tests), are less effective once symptoms have kicked in.
- Booking a PCR test if your child tests positive on their lateral flow test and isolate whilst waiting for their result.
- Report your child's absence daily even if the reason is that you are simply waiting for a result. Most results come within 24-48 hours, whereas postal PCR results take longer and can result in a longer absence from school.
- If the PCR result is negative and your child feels well enough to attend school then they are welcome to return, if they do not feel well enough, please notify us of their absence as you would normally to mesattendance@maidenerleghtrust.org.
- If the PCR result is positive, please report this to us with the following information:
 - Student's name
 - Student's tutor group
 - End date of isolation provided by Test & Trace – you will then no longer need to report your child's absence unless it extends beyond the isolation date.

I appreciate that daily reporting can be time consuming, however the data is crucial to understanding how we can work best for the students, the staff and the wider community.

If you have any questions or concerns, please contact the attendance office via mesattendance@maidenerleghtrust.org or on 0118 929 6019.

Yours sincerely

Mr P Gibson
Headteacher