



**Principal:** Mr Chris Barratt  
**Summerhill Academy**  
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Website: [www.summerhillacademy.clf.uk](http://www.summerhillacademy.clf.uk)

Friday 12 November 2021

Dear Parent/Carer,

Thank you to all our families who continue to make the academy aware of COVID related absences. We are required to record this correctly on school registers and pass on this information to our H&S team, in order to support with relaying this information in a timely manner, please can you either complete the Reporting Form via the link below or provide the following information in each case by sending an email to [info@sa.clf.uk](mailto:info@sa.clf.uk):

<https://forms.office.com/Pages/ResponsePage.aspx?id=ViObpySMlkm0IMbibQtAkRbQvGuQY99Gpj3YMcGcXCZUMIRUWEpDVERWR1NQNUZTRzhUM0JNUUQyTy4u>

- Child's name
- Child's year group
- If LFT positive, the date test was completed
- Start date of symptoms if applicable
- If close contact confirmation of this
- Date of PCR test (required if LFT positive, have symptoms or Close Contact)
- PCR Result (Please notify via [info@sa.clf.uk](mailto:info@sa.clf.uk) even during school holidays)
- Date they will return to school (isolation end date notification will support this)

If your child is in receipt of free school meals and is self-isolating, you will be contacted by the office team to arrange a collection/delivery of a food parcel.

Please continue to report all other absences by calling the school office or via email.

Should you have any questions, please do not hesitate to contact the school office via [info@sa.clf.uk](mailto:info@sa.clf.uk)

Kind regards,

Summerhill Academy