



William Torbitt Primary School

Eastern Avenue, Newbury Park, Ilford, Essex, IG2 7SS

Tel: 020 8599 1209

Fax: 020 8599 6227

www.williamtorbitt.org.uk

Acting Headteacher: Mrs Paven Kettory

Executive Headteacher: Mrs Clare Pike

18th December 2020

Dear Parents and Carers,

In order to ensure we continue to keep children and families safe over the Christmas break, we need to ensure we remain vigilant in tracking and tracing any positive cases of Covid in our school. To do this we have set up a special email address that will be monitored throughout the school holiday.

If your child has a confirmed positive case of Covid during the holidays, please email in to the following address:

Covid@williamtorbitt.redbridge.sch.uk

We will need the following information in order to communicate effectively with any other children who may therefore be affected and need to isolate:

- 1. Your child's full name**
- 2. Your child's class**
- 3. The date that your child started having symptoms (temperature, new persistent cough, loss of taste/smell)**

As you will have seen in the national and local news, the transmission rate in Redbridge and in London as a whole has been rising at an alarming level. We want to reassure you that we have made amendments to our risk assessment to further reduce the number of people any individual comes into contact with. We have stopped all forms of setting, phonics teaching now only happens in class groups and we have less partnership teaching. We meet regularly with our Governing Body to review any further actions needed and will continue to work together to provide the best possible learning opportunities in the safest possible environment we can.

We wish you all a happy, safe, healthy winter break and look forward to seeing you on 4th January 2021 for another term of learning and community fun.

Yours sincerely,

Mrs Paven Kettory and Mrs Clare Pike

