Ian Moore, Principal

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St. James's Road

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Dear Parent/Carer

**We know how important it is for you to be able to send your child to school.**

At St James Academy, we are taking a number of measures to help prevent the spread of Coronavirus (COVID-19), including:

* Requiring everyone to wear a face mask or covering in all areas of the academy (unless exempt);
* Encouraging all staff to test regularly, to minimise the risk of our teachers giving your child or other children COVID-19;
* Ensuring our pupils and staff practice good hygiene;
* Making sure our spaces are well ventilated; and;
* Encouraging all members of our community to isolate and book a [PCR test](https://www.gov.uk/get-coronavirus-test) should they develop symptoms of the virus.

We are also asking all parents/carers to encourage their children to test regularly and to report each result andhelp us to keep St James open**.**

Your child will be able to collect home test kits from us and bring them home with them - each week. Please ask your child if they have received these and help them to take the test and report their results. Testing is free of charge.

The tests will come with guidance in multiple languages on how to take the test. You can also see this useful video to show you [how to take the test](https://www.gov.uk/guidance/covid-19-self-test-help) - tests usually take a few minutes to do and you get the results in 30 minutes. Then all you need to do is to report the result to:

* NHS Test and Trace: <https://www.gov.uk/report-covid19-result>
* [Insert name of academy] by [insert method]

**Financial support is available if your child tests positive and you need to self-isolate**

If you are unable to work due to your child having, or displaying symptoms of, COVID-19, you may be entitled to a one-off payment of £500 through the [NHS Test and Trace Support Payment scheme](https://www.gov.uk/government/publications/test-and-trace-support-payment-scheme-claiming-financial-support/claiming-financial-support-under-the-test-and-trace-support-payment-scheme) if you are required to stay at home and self-isolate.

You will be eligible if you live in England and meet all the following criteria:

* you have been asked to self-isolate by NHS Test and Trace, including by the NHS COVID-19 app
* you are employed or self-employed
* you cannot work from home and will lose income as a result
* you are claiming at least one of the following benefits:
* Universal Credit
* Working Tax Credits
* income-related Employment and Support Allowance
* income-based Jobseeker’s Allowance
* Income Support
* Pension Credit or Housing Benefit

By your child testing regularly, this will help us to reduce transmission of Coronavirus, keep your child in school and St James open to minimise disruption to their education and to you and your household.

Please contact the academy if you have any questions or concerns about home testing.   
  
Thank you for your support.  
  
Yours sincerely

Ian Moore

Principal