

Head of School: Mrs Claire Park

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Date

Parents name and address

**TRAVELLING ABROAD DURING COVID PANDEMIC**

Dear

**RE: (Pupil / pupils name)**

I have been made aware that you have requested a leave of absence to take your child out of school in term time to travel abroad during the pandemic. Following discussions additional measures have now been put in place to support the safe re-entry of pupils into school to avoid any potential spread of coronavirus into the community and beyond.

I have attached the checklist **that you must** complete, sign and date, which you will be required to submit to Hartburn Primary School with supporting evidence prior to the re-entry of your child into school following your overseas visit.

The full guidance can be found here Entering the UK: Quarantining when you arrive in the UK - GOV.UK ([www.gov.uk](http://www.gov.uk))

On the morning of your child’s/children’s re-entry into school, please bring your child/children into the Reception area to speak to Catherine Yeronimou / Tracey Ashenden who will collect your completed COVID Pupil re-entry into UK checklist with the supporting evidence.

**You must not send your child/children into school through their normal route into the building.**

Please be aware that failure to complete and submit the checklist and provide supporting evidence to school may result in your child/children having to complete a 10 day isolation period and covid testing as required.

Yours sincerely

Mrs Claire Park

Head Teacher