

Aspiration  
Respect  
Endeavour

Alderton Hill, Loughton, Essex IG10 3JA  
t: 020 8508 1173 e: office@rodingvalley.net  
www.rodingvalley.net  
Headteacher: Mrs S Jenner  
Chief Executive Officer: Mr P Banks



Roding Valley  
HIGH SCHOOL

12th January 2021

Dear Parent/Carer

I am writing to you to ask for your support with our continued track and trace responsibilities and the requirement to report to the Department for Education the current situation relating to Covid-19 in our school community.

Each day we have to complete a data return, which includes the number of students who are currently unable to access education due to a Covid-19 related illness. This is online, remote education as well as live lessons and any student that would have been eligible to attend the school site. Please note we do not share names and details with the Department for Education in this return, just the number.

If your child is unwell and you believe it is Covid-19 related, please email [covid@rodingvalley.net](mailto:covid@rodingvalley.net) stating your child's name, their year group, if your child has had a test, is awaiting results or has received a positive result. Please email the above address every day that they are unable to access their learning due to ill health. If you do not email, we will assume your child is feeling well enough to return to their studies.

As well as the DfE, we will be able to inform teachers why your son/daughter may not have been engaging in the lessons that day.

Yours faithfully

Mrs S Jenner  
Headteacher

