Dear colleague

**Expectation around staff attendance following half-term**

I am writing following advice received from the Local Authority to confirm the school’s expectations regarding your attendance in school after half-term and possibly also after the summer holiday closure and beyond. I am doing this now as half-term is approaching and it is important that the school has a full staffing complement in place who are well and able to attend work.

If you decide to travel abroad for any reason next week you should only do so in such a way that you are available to work in school when it is open to pupils. Given current Government advice this will mean that staff should not travel abroad to any country not included on the green list over the coming half-term.

So, in detail I am writing to confirm that you should;

* Notify me immediately, in detail and in advance if you are intending to holiday abroad
* Keep up-to-date regarding [information about overseas travel](https://www.gov.uk/guidance/travel-advice-novel-coronavirus), including the current quarantine and testing requirements that are in place for red, amber and green list countries.
* Note that the rules and requirements for travel both at home and abroad, set by the UK government and by foreign governments may change at short notice
* Be aware that if you holiday abroad you may be required to self-quarantine during term or normal working time.
* Be clear that you will not be paid except in exceptional circumstances if you must quarantine following travel abroad. Where there may be exceptional, typically personal circumstances, that may necessitate such travel, I expect that in all cases this will be discussed and agreed with me prior to travelling.
* Note that if you must quarantine you will only be able to work if it is feasible for you to work from home or from their quarantine hotel. Also, unless the Department for Education (DfE) have directed schools to move to remote education it will not be possible for teachers and other staff that work directly with children to work from home. Where it is agreed that staff can work remotely, they will be paid at appropriate rates.
* Be aware that if you have travelled to a red or amber list country you must remain in quarantine until you receive a negative result from your day 8 test (This may mean being away from work for longer than 10 days, if there is a delay in the day 8 test result being received)

Thanks for your ongoing efforts and support, please ensure you have a restful half-term.

Regards

Name

Headteacher