



Plaistow and Kirdford Primary School
 Plaistow
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 West Sussex
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Headteacher: Mr C King

22nd March 2021

End of Term Arrangements

Dear Parents and Carers,

As with previous terms, we will be finishing on our last day of term, next Thursday 1st April at a slightly earlier time. This will enable school to pool resources, organise learning spaces and facilitate a deeper clean of school.

If you would like your child to travel home on the school bus, the buses will depart at 1.30pm

If you would like to collect your child directly from school please follow the staggered collection times:

- 1.00pm - 1.10pm Reception
- 1.10pm - 1.20pm Years One and Two
- 1.20pm - 1.30pm Years Three and Four
- 1.30pm Years Five and Six

Like the Christmas holidays, we have been asked to support NHS Test and Trace to help identify any families that may be impacted by a positive case within the school community.

Please see below a brief summary of actions that will be taken during the first week of the school's Easter holiday. In the second week of the holiday, school will not be called on to take action as children will not have been in school during a window of possible infection.

What parents and carers need to do:	
If a child presents with any Covid symptoms:	Arrange for a test for the child to be taken. All members of the household should remain home and begin to self-isolate.
If a child tests positive for Covid:	<p>Follow all instruction from medical professionals. Members in the household should isolate this is likely to be 14 days from when symptoms were first observed.</p> <p>Parents and carers should inform school. If out of hours this should be via the email address: covid19@plaistowkirdford.com</p> <p>Please do not phone school as the answer phone will not be monitored during the holiday.</p>
What school will do if a case is confirmed within the community:	
A member of the senior leadership team will liaise with Public Health England	This will be via the Department for Education Coronavirus helpline.
School will identify close contacts that have been made with the confirmed case within the school community.	
Close contacts will be alerted via email from our School Comms system.	<p>Two emails will be sent – One email to parents and carers of close contacts informing that they will need to self-isolate.</p> <p>Another email will be sent to the wider school community informing them of a case at school but that they need to take no further action.</p>





It has been a term of huge effort on the part of all our families and I am very hopeful that we won't need to contact any families because of any confirmed cases within our community. It is very important that we work together and follow the guidelines set out by the government ensuring that we work to maintain social distancing, not going above the rule of six (from next Monday) outdoors and not mixing indoors.

If you have any questions regarding our Covid-19 procedures or what you may need to do, please do not hesitate to contact me.

We will be returning to school after the Easter Break on Monday 19th April.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "Mr King". The signature is stylized and cursive.

Mr King