



**Plaistow and Kirdford Primary School**  
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Headteacher: Mr C King

10<sup>th</sup> December 2020

**(We are not having an) INSET Day 18<sup>th</sup> December**

Dear Parents and Carers,

We have been asked by a number of parents regarding recent announcements from The Department of Education and in the press regarding a possible INSET day on the last day of term.

I can confirm that **we will not** be taking the day as an INSET day and that **school will open** as planned. As previously communicated, however, we will be finishing early on 18<sup>th</sup> December:

If you would like your child to travel home on the school bus:

Kirdford will depart school at 12.50pm, Ifold and Dunsfold will depart school at 1pm

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

Moving an INSET day would have caused huge disruption to our families and would mean that we would have had to move one of our other planned INSET days from later in the school year, neither of which would have been possible at short notice.

The main reason for the suggested move was because schools have been directed by The Department of Education to operate as part of Track and Trace for the first week of the Christmas holidays. Having children at home on the 18<sup>th</sup> instead of being at school would have meant that schools would not have to operate as part of Track and Trace on Christmas Eve.

This means that we may still have to contact parents during the first week of the holidays if we are alerted to a positive case within our school community. Unfortunately, this may mean that we will have to direct bubbles to begin to self-isolate.

I am hopeful that our hard work as a community will mean that we won't need to contact families over the Christmas break. We all need to keep up the hard work: social distancing, avoiding unnecessary face to face contacts, wearing masks where required and keeping our hands clean (our children's hands have never been so clean!).

Attached to this letter is a brief summary of actions you can expect school to take in the event of a confirmed case in school during the first week of the Christmas holiday.

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 still be having an INSET day on Monday 4<sup>th</sup> January and returning to school after the Christmas break on Tuesday 5<sup>th</sup> January 2021.

Yours sincerely,

Mr King





## Holiday Covid Procedures

What will happen if there is a confirmed case of Covid at school during the Christmas holidays?

This is a brief summary of actions that will be taken during the first week of the school's Christmas 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>From Friday 18<sup>th</sup> December Parents and carers should inform school via our specific Covid-19 email address – not the usual office email address.</p> <p><a href="mailto:covid19@plaistowkirdford.com">covid19@plaistowkirdford.com</a></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. Close contacts will likely be:</p> <ul style="list-style-type: none"> <li>• Their class bubble</li> <li>• Their wrap around care bubble</li> <li>• Their bus bubble</li> </ul> <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>