



11<sup>th</sup> December 2020

Dear Parents and Carers

Re- End of term arrangements

The government have advised that schools can use Friday 18<sup>th</sup> December as an INSET day.

Crown Lane will be following this advice and Friday 18<sup>th</sup> December will now be a staff INSET day.

This means that school will be closed and your child should not come to school.

Crown Lane will make up for the missed teaching time later in the new year and it remains vital for all children to be in school up to the last day of teaching.

We recognise that this communication has arrived quite late in the term and your continued support is greatly appreciated.

Arrangements for Thursday 17<sup>th</sup> December our last day of term

On the last day of term children are allowed to wear their own, weather appropriate clothes. Lessons are as usual and lunch is served at the same time. After lunch each class will have their own class party. Please see our Draft *Food Policy* attached in the link below:

<https://www.crownlane.lambeth.sch.uk/policies>

School will finish at the usual time as has been the case for each class this term.

**There will be no afterschool clubs on the last day of term.**

Important notice regarding COVID-19

We recommend that all parents and carers are aware of the following information and relevant arrangements regarding positive cases during the holidays:

- Where a pupil or staff member tests positive for coronavirus (COVID-19), having developed symptoms **more than 48 hours since** being in school, **the school should not be contacted**. Parents and carers should instead follow contact tracing instructions provided by NHS Test and Trace.
- For the first 6 days after teaching ends, or between Thursday 17<sup>th</sup> December and Wednesday 23<sup>rd</sup> December, if a pupil or staff member tests positive for coronavirus (COVID-19), having developed

symptoms **within 48 hours of being in school**, the school will assist in identifying close contacts and advising self-isolation, as the individual may have been infectious whilst in school.

- Parents and carers should in the first instance email [c19@crownlane.lambeth.sch.uk](mailto:c19@crownlane.lambeth.sch.uk) and include:
  - ✓ Their full name
  - ✓ Their child's full name
  - ✓ Their child's Year group, or the name of child's class or teacher
  - ✓ The best contact number(s) to call the parent or carer on

*Please note that Mr Farrell will reply to their email or will contact them as soon as possible afterwards. He will first need to confirm that the email is from an email address held on school file and from adult who has Parental Responsibility. **Please make sure that your details are up to date on the school system.***

- School staff will not remain on-call or conduct any contact tracing more than 6 days after the final day of teaching. **This means there will be no pupil contact tracing after 4pm on Wednesday 23 December.**

For the first 6 days after the end of term, schools are not asked to be on-call at all times. Staff responsible for contact tracing may designate a limited period in the day to receive notification of positive cases and advise close contacts to self-isolate (this can be done by text or email). The Department for Education coronavirus (COVID-19) helpline and PHE advice service are available to support with any queries you have about positive cases in your school.

Where pupils are required to self-isolate due to contact with a positive case **after the first 6 days following the end of term**, so after Wednesday 23<sup>rd</sup> December, the school does not need to be informed about their absence until the first day of the new term, which is Tuesday 5<sup>th</sup> January 2021.

I think it is fair to say that 2020 has been very difficult year for many of us. On behalf of all of our staff and governors can I thank you for your patience and your support during this last year.

We wish you all a safe and restful festive holiday and look forward to seeing you on Tuesday 5<sup>th</sup> January, our first day of term for children.

Your sincerely



Gavin Farrell

Headteacher