



11th December 2020

Dear Parents / Carers

- Next week will be our last week for the term and the children will finish early on Friday 18th December.

YEAR GROUP	START TIME	FINISH TIME	FRIDAY 18 th DECEMBER
Reception	9.20am	3.00pm	1.10pm
Year 1	9.00am	3.10pm	1.20pm
Year 2	9.10am	3.20pm	1.30pm
Year 3	9.10am	3.20pm	1.30pm
Year 4	9.00am	3.30pm	1.40pm
Year 5	8.45am	3.30pm	1.40pm
Year 6	8.45am	3.30pm	1.40pm

- Please note that if your child displays any Covid-19 symptoms during the first week of the holidays (up to and including Wednesday 23rd December) please notify the school via email - absence@tops.hounslow.sch.uk. This is because it may be necessary for other children in your child's class to self-isolate and we need to be able to notify them, which we will do via, School Ping, text or email. It will be important to ensure that you arrange a test for your child if they do have any symptoms.
- We will be holding Christmas parties at the end of term on 15th December. Please provide your child with a small snack and a drink in a separate disposable bag for the party as they will not be sharing food as they have done in previous years. The children may come to school in party clothes but these should be clothes that are suitable for a day at school as there will be normal lessons in the morning. Children should not bring clothes to school to change into.
- We will not be able to distribute Christmas cards for the children this year but your child may receive a card from their teacher. This is to limit the possible transfer of Covid-19 from one child or household to another.

- Please could parents going to the nursery from the Cromwell Road gate (or walking back to that gate) please walk around the playground rather than walking across. This is so the children can walk across the playground to their classes safely.
- I would like to reiterate that if you are coming to the Orchard Road gate and are bringing children to the Nursery, please remember that you should be arriving for the children to start at 8.45 in the morning. If you are later than this, you will need to walk around the building and access the nursery from the main playground with other families. This is because we cannot have adults and children walking against the flow of parents leaving the site. I would ask you all to respect this request and not argue with staff who are at the gate as they have to consider the safety and well-being of all adults and children.
- Please be punctual - especially as the weather is becoming colder and wetter.
- Please leave the site immediately. Do not wait to watch your child walk across the playground in the morning. This is particularly important now as there is less time between groups of children coming into school and we still need to ensure that there is no congestion at the gate and along the paths onto and off the site,
- **Only one parent/ adult** per family will be permitted onto the site. If older siblings are coming to collect, they should not bring other friends onto the school site with them.
- If you have more than one child, please remember to drop them all off in the morning with the **earliest child** and pick up with the **youngest child**. We are trying to encourage children in Year 5 and Year 6 to stay until 3.30pm even if they have younger siblings.
- Please remember to wear a face covering when you come onto the site. Unless you are exempt from wearing a mask and can show this with the relevant evidence card this is an expectation for all parents and carers coming onto the site.
- Children who come to school wearing a reusable mask should have a small sealable plastic bag to put it in when they take it off. Temporary face coverings should be disposed of in the bin on arrival.
- **Social distancing is really important** as part of all our efforts to reduce the spread of Covid-19, along with good hygiene and wearing face coverings. Please do not gather in the playground or at the gates to speak with other parents. You should all be adhering to social distancing guidance with staff, children and parents **at all times** including when walking along the paths on the school site.
- We are still trying to encourage as many children as possible to have a school meal at lunchtime rather than bringing in a packed lunch from home. We are finding that

packed lunch boxes and bags are taking up much needed space in the classrooms at the moment and are a hazard. We are also trying to reduce the number of things children bring in from home as an additional safety measure. This is particularly important with the current rise in Covid-19 cases both locally and nationally.

- Please do not allow your child to ride scooters or bikes when they are on the school site. This to protect your child and other children and adults on the site from accidents.
- Remember that if **your child does have any of the Covid-19 symptoms they should self-isolate for 10 days** and the other members of your household should isolate for 14 days.
- It is very important that you inform us if your child has any of the covid-19 symptoms and will be self-isolating. The symptoms to particularly look out for are:
 - **a high temperature,**
 - **a new continuous cough,**
 - **loss of sense of taste or smell**

If we ask you to collect your child from school because they have symptoms:

- they should isolate for 10 days.
- You should arrange a test for your child either by **ordering a home test kit or by booking an appointment and going to a testing centre.**
- If the result of the test is negative and you are happy to share the result with us, your child can come back to school if they are well enough to do so.
- If you do not feel able to share the result with us it is important that your child completes the self-isolation for 10 days and does not return before. This is to keep the rest of the school community safe and reduce the risk of spread.

If your child is self-isolating, work will be sent home for them to complete. The Year Lead or your child's teacher will send you a letter with the relevant information and login details for DB Primary.

The children return to school on Monday 4th January 2021 after the Christmas break. Thank you once again for your continued understanding, support and cooperation.

Christine Haslam
Headteacher