

9<sup>th</sup> December 2020

Dear Parents and Carers,

I am writing to inform you of a change to our end of term arrangements. On Tuesday 8<sup>th</sup> December the Department for Education released further guidance regarding the end of term. In line with this guidance, Friday 18<sup>th</sup> December will now be an INSET day and school will be closed to all pupils.

## THE LAST DAY OF TERM WILL NOW BE THURSDAY 17<sup>TH</sup> DECEMBER

### Collection on Thursday 17<sup>th</sup> December 2020

As usual we will be finishing early on the last day of term, **Thursday 17<sup>th</sup> December**. We are currently operating a staggered collection time due to the Covid-19 restrictions which will still apply on the last day of term. Please find your child's collection time for this day **only** in the table below.

Year Group	Collection Time
(PM) Nursery (isolating)	1.45 pm
Reception	1.45 pm
Year 1	2.00 pm
Year 2	1.50 pm
Year 3	2.00 pm
Year 4	2:00 pm
Year 5	1.50 pm
Year 6	1.50 pm

### Christmas Class Lunches

Unfortunately, we are unable to have our usual class Christmas parties when children are asked to bring in food to share with their classmates. Instead children will have lunch in their classrooms and there will be no hot meals served on Thursday 17<sup>th</sup> December. If your child usually has a hot meal on this day we can provide them with a special Christmas packed lunch option or you can provide them with a packed lunch from home. If your child normally has packed lunch they can bring this in as usual.

### 3 o'clock Club

There will be **no** 3 o'clock Club provision on the last day of term **ALL** children must be collected at the time stated above. If you are late to collect your child, in line with our late pick up procedures, a charge may apply.

### Track and Trace

During the first six days of the holidays (Friday 18<sup>th</sup> December – Wednesday 23<sup>rd</sup> December), please continue to inform the school by email ([office@heathland.harrow.sch.uk](mailto:office@heathland.harrow.sch.uk)) if your child tests positive for coronavirus (COVID-19), having developed symptoms within 48 hours of being in school.

This means that if your child develops symptoms at any point on **Thursday 17<sup>th</sup> December, Friday 18<sup>th</sup> December or Saturday 19<sup>th</sup> December** and then tests positive you must email us and let us know. These emails will be checked daily until Wednesday 23<sup>rd</sup> December. We will then send a text message and email to all those children, if any, who may have had close contact and advise self-isolation as the individual may have been infectious whilst in school.

You should not inform us if your child tests positive having developed symptoms more than 48 hours since being in school. This means if your child develops symptoms after Saturday 19<sup>th</sup> December and then tests positive you do not need to inform the school. In this situation, parents and carers should follow contact tracing instructions provided by NHS Test and Trace.

In line with Department for Education guidance, parents and carers **are not required to contact us from Thursday 24<sup>th</sup> December.**

We would like to take this opportunity to say a huge thank you to all of our families for their amazing positivity and support throughout this year. We would also like to wish everyone a safe, happy and healthy holiday and New Year.

Yours sincerely,



**Fiona Hopkins**  
**Headteacher**