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Headteacher: Mrs M. Pye B.A. (Hons) M.A. Ed



14th December 2020

Dear Parents / Carers,

Further to my letter last week, I wish to communicate some changes to the end of term arrangements. **The last day of term is now Thursday 17th December**, as communicated last week. Please read the following information carefully.

We are becoming increasingly short staffed as a result of a number of staff who have been asked to self-isolate by NHS Track and Trace. This has put some pressure on our staffing levels, and so I have decided to slightly amend the end of term arrangements, so that we can continue to manage the final day activities safely and in a Covid-secure way. Please note that these staff self- isolations are **not** as a result of positive cases in school.

New details about the final day of term are outlined below:

- Post 16 students will not be in school on Thursday 17th December. Their final day will be on Wednesday 16th December.
- Year 11 students will leave at approximately 11:45am.
- Year 10 students will leave at approximately 12:40pm.
- Years 8 & 9 will leave at approximately 2:15pm.
- Year 7 will leave at approximately 2:45pm.

Staggering departure times will allow us to ensure that activities are managed in a Covid-safe way. If your child is entitled to a free school meal and is leaving before lunchtime, he or she will still be able to collect the meal on leaving the site.

Please note that we return to school on Tuesday 5th January 2021.

If your child develops symptoms of Covid-19 over the weekend of 18th – 20th December and/or tests positive for Covid-19 up until the 23rd December, you should inform the school at office@greenford.ealing.sch.uk. There is no need to communicate positive cases to the school after this date, unless it means your child is not be able to attend school as from 6th January.

Wishing you all a wonderful, restful and safe Christmas holiday period,

A handwritten signature in black ink, appearing to read 'M Pye'.

Mrs M Pye
Headteacher