



Crawford Village

Primary School & Nursery

Small enough to care...big enough to inspire

Crawford Village, Up Holland, Skelmersdale WN8 9QP

Headteacher: Mrs. D. Eaton

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10th December 2020

Dear Parents

Re:COVID-19 Contact Tracing over Christmas Holidays and Amendments to Staggered Starts and Pick-Ups

I am writing with some important updates and information regarding contact tracing over the Christmas period and some amendments to our staggered start times.

Contact Tracing

Public Health England have agreed a six-day window after school closes on 18th December where school will remain contactable to assist with contact tracing where necessary. Please read the following information and the arrangements we have put in place regarding positive cases in 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, **school should not be contacted**. Parents and carers should follow contact tracing instructions provided by NHS Test and Trace.
- For the first 6 days after teaching ends, if a pupil or staff member tests positive for coronavirus (COVID-19), having developed symptoms **within 48 hours of being in school**, school will assist in identifying close contacts and advising self-isolation, as the individual may have been infectious whilst in school. In this instance, please contact school using contact details below.
- School will remain on-call to conduct any contact tracing **up to Christmas Eve**. The contact staff member will be **Mrs Eaton** and contact should be made via email: head@uphollandcrawfordvillage.lancs.sch.uk. Emails will be monitored from 10am to 12pm daily up to and including Christmas Eve.
- Where pupils are required to self-isolate due to contact with a positive case after the first 6 days following the end of term, school does not need to be informed about their absence until the first day of the new term.

Drop-off and Pick-up arrangements from January 2021

We have now been operating staggered starts and finishes for a whole term to assist with social distancing measures, and in a bid to keep all members of our school community as safe as possible. We thank you all for adhering to the guidance and, on the whole, the systems in place have proved to be



effective. We now feel that we are in a position to review the start and finish times and following a governor's meeting earlier this week, we have agreed to implement the following amendments to take effect in January when we return to school following the Christmas break:

- There will now be two staggered start times:
 - Surnames A – L: 8:40am, with a pick-up time of 3:20pm
 - Surnames M – Z: 8:50am, with a pick-up time of 3:30pm
- All Year 6 (plus siblings) will remain at 8:40am and all pre-school catch-up sessions (plus siblings) will continue to start at 8:30am
- The one-way system around the playground remains in place. Please continue to follow this to avoid congestion at the school gates and on the footpaths
- Although we feel the staggered starts can still be safely executed, there will be an increase in the number of parents at a given time. **Therefore, we are now asking parents to wear face masks when dropping off / collecting their child**
- We will review these arrangements during January to evaluate their effectiveness. Please bear with us as we try to ensure that arrangements are safe and manageable.

If you have any questions or queries, please do not hesitate to ask. Many thanks for your continued support this term.

Yours sincerely



Mrs D Eaton
Headteacher