



*'We can and we will'*

## **GLEBE PRIMARY SCHOOL**

**Head Teacher: Mrs M Penney MA, BA (Hons), PGCE**

Sussex Road, Ickenham, Uxbridge, Middlesex, UB10 8PH

Tel: 01895 462385

Web: [www.glebe.hillingdon.sch.uk](http://www.glebe.hillingdon.sch.uk) Email: [office@glebeprimary.org](mailto:office@glebeprimary.org)

9<sup>th</sup> December 2020

Dear Parents/Carers

You may have heard the announcement yesterday regarding schools being allowed to close early for Christmas so that Senior Leaders do not have to be 'on call' for tracking and tracing of confirmed Covid cases on Christmas Eve.

However, the Schools Minister, Nick Gibb, has said that Friday 18<sup>th</sup> December should be classed as a staff training day and therefore we would lose another date later in the school year.

I wanted to write to confirm with you that **Glebe will not be closing a day early** and that our published last day and the earlier finish times still stand. There are several reasons for making this choice:

1) From every perspective this is very short notice – for you as parents and carers to find alternative childcare if we were to close and for myself to cancel pre-planned training days later in the year.

2) Training days are an important part of teachers' continued professional development and teachers have to be fresh and engaged to get the most out of them. As many of you have recognised, the staff have worked exceptionally hard this term under very difficult circumstances and the expectation that we would be able to have an effective day of staff training at the end of the longest term of the school year is unreasonable.

3) We polled teachers to find out whether they would prefer a training day or a day with the children and they voted overwhelmingly to stay open for the children on 18<sup>th</sup> December.

Therefore, I will still need to be made aware of any confirmed cases during the first week of the holidays (including Christmas Eve). We are in the process of setting up a specific email address for parents to be able to notify us if their child tests positive during the first week of the holidays – please do not use the usual office email address as this will not be checked during the holiday period.

In the notification email you must state:

- when your child first developed symptoms
- their last day of attendance at school
- the date of the positive test

If they are asymptomatic:

- the date of the positive test
- the date of their last day in school

We have seating plans for each class for classrooms and the ICT suite and a list of each child's friendship group so we know who is classed as a close contact. However, I may contact you to confirm your child's friendship group if you notify us of your child testing positive.

I will then text and email any families whose child has been in close contact with the confirmed case, advising you to ensure your child self-isolates over the Christmas period.

For multiple reasons, I hope this does not happen – that everyone stays safe and well, for you all to be able to have the Christmas you have planned and that I get to watch *A Muppets Christmas Carol* with my teenagers whilst eating Panettone and drinking coffee (a little glimpse into my life for you all there..., you're welcome!) on Christmas Eve without having to keep checking and sending emails.

Once the specific email address has been set up, I will inform you all of the address. I will also set a time period by which we have to be notified on any given day, e.g. by 5pm as the emails will only be accessed a couple of times a day.

I realise that this is a lot of information to share with you in one letter, but I wanted to keep you updated with our plans with ample notice.

Kind regards

M. Penney

Mrs M. Penney  
Head Teacher

