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16th December 2021

Leasowe Castle Christmas Party

Dear Families,

We are looking forward to welcoming you to the Neo & Eastway Family Christmas Party at Leasowe Castle on Monday 20th December. The current guidance from the DfE and Public Health is that this event can continue as planned but that event organisers must have their own control measures and risk assessment in place. We will no longer be able to use the dance floor and timings have been changed to limit the length of time that our families will be mixing in an indoor space. The event will start from 12noon and finish at 3pm.

In order to make the event as safe as possible we have completed a thorough risk assessment and there will be some key measures that we have put in place that require your attention prior to you attending.

If you are not prepared to follow these measures, we advise that you do not attend

What you need to do before attending:

- Only attend if you have been invited to attend and at the allocated time slot.
- Only those who have booked a place can attend, please do not bring additional guests as we do not want you to be disappointed when we turn you away.
- We strongly advise all visitors to take a LFD test on the morning of the event and if you test positive, please isolate and follow government advice.
- If you have any COVID symptoms (temperature, cough, loss of taste/smell) before entering the school please return home and follow government advice.
- If bringing young children then they must remain with you at all times, ensure that your children understand expectations for behaviour when they attend.

What you will be asked to do when you arrive:

- Please arrive in plenty of time.
- You will be required to wait outside whilst we invite families in safely - rain or shine - check the weather before you leave and be prepared.
- While waiting outside please social distance.
- All visitors will be asked to sanitise their hands.
- All visitors (over 12) will have to wear a mask during their time in Leasowe Castle and can only remove for eating and drinking at their allocated table or having photographs taken (unless medically exempt- we may ask to see proof of this so please be prepared).
- Be polite and courteous towards staff, we are trying our best in these challenging times.

What you will be asked to do during the event:

- Wear your mask throughout (unless medically exempt).
- If you or your child develops COVID symptoms during the event please leave immediately and go straight home. Please contact schooloffice@eastway.wirral.sch.uk once you are home to explain your symptoms and keep us informed.
- Maintain your distance from others and sit in the position staff give to you (this will help us identify close contacts if we have a confirmed case so it is vitally important.)

What you will be asked to do at the end:

- Please wait to be dismissed at the end and ensure social distancing is followed when leaving the building.
- If you test positive for COVID within 2 days of the performance please inform the school immediately.

Thank you for taking the time to read this information and for following the measures we have in place.

We are incredibly lucky that we are able to offer this wonderful Christmas event to all our families and with the support of Neo Community and DfE HAF Funding.

Please be aware that the current COVID situation, both locally and nationally, is changing almost by the hour and there is still a chance that the event may be cancelled.

In the unfortunate event that this happens we will aim to let families know with as much notice as possible. As always thank you for your understanding and support as we aim to get the Christmas period off to a great start with beautiful food, chance to meet Santa, have lots of fun and make memories.

Members of Eastway staff will be present to support Leasowe Castle and Neo Community although they will not be responsible for your child during the event. When families attend the event, they take full responsibility for their child and their behaviour.

We hope you have a Merry Time!

Yours sincerely,

Mrs Emily Morris
Headteacher