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6th November 2020

Dear Parents/carers

Following the official notification of the year 7 bubble having to isolate, I am writing to confirm details regarding the period of self-isolation.

The school were notified of the positive case at 8:10am this morning. As you know the message of notification to parents was sent home immediately through SchoolComs. SchoolComms is clearly a way that messages can be sent out quickly and securely. I would urge families to ensure they have an account in order for similar messages, if needed in the future, to be received. On being notified of the positive case and with our main focus being safety, prior to contacting Public Health England the decision was taken to speak to the students, isolate the group and ensure they could leave the site safely. Many thanks to the parents that were so supportive at this time. Students had all left the building safely within an hour.

Public Health England then advised that all students should isolate for a period of 14 days from the last day of possible contact with the student that tested positive, Tuesday 3rd November. Your household does not need to isolate unless your son/daughter develops symptoms. I have attached a flow diagram for reference – Appendix 1.

Students will be returning to school on Wednesday 18th November.

Today students in year 7 have been able to access work through Show My Homework with tasks set as classwork. Students have also had the opportunity to continue with homework tasks already set this week. As a reminder, students should login to SMHW by clicking the 'Sign in with Office365' button and entering their school email address and the password they use to login to the school computers.

From **wk comm 9th November** all year 7 students will have a blended approach of virtual/live lessons and remote learning resources. Students will continue to follow their timetable from home, as can be seen on the timetable for wk commencing 9th November, attached as a separate file – see Appendix 2. The timetable for the following week will be sent out in due course.

The lessons highlighted in yellow for each teaching group will be the ones where students can access the live lesson/see their teacher. Students will need to use Microsoft Teams to access these lessons. Microsoft Teams can be accessed by all students through Microsoft Office365 online, again entering their school email address and password.

Attached are two further documents that will help students and parents familiarise themselves with the way to access this platform. This includes details of who to seek guidance from, if required. (see Appendix 3)

Should a member of staff be ill, their 'Live Lesson' will revert to a 'Remote Learning' lesson. Remote Learning will also be the plan for the lessons shown in white. Here work will be provided on Show My Homework. Show My Homework will also be used as the method of submitting work and receiving feedback from teachers.

I appreciate that this situation has caused anxiety amongst families but please be assured that the school continues to do all we can to ensure we are all kept safe and education can continue as best we can in this situation.

I know that many students were upset to hear of the news this morning, as was I, having to send the year group home. As ever, please do contact me if you have any questions or queries. I very much look forward to seeing year 7 again on Wednesday 18th November.

Take care and be kind

Mrs Dee Elliott Head teacher