



Dear Parent/Carer,

Advice for Child to Self-Isolate

We have been advised that there has been a confirmed case of COVID-19 within the school.

We have identified that your child may have been in close contact with the affected case. In line with the national guidance we recommend that your child now stays at home and self-isolates, returning to school on Monday 12th October 2020. Your child must not go to school or any public areas: your child must remain at home up to and including Thursday 8th October 2020. Further details of what your child needs to do are in NHS Guidance: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/>

We are asking you to do this to reduce the further spread of COVID 19 to others in the community. If you need support with isolation, please contact your local Council.

Other members of your household can continue normal activities provided your child does not develop symptoms within the self-isolation period.

If your child is well at the end of the period of self-isolation, then they can return to usual activities.

What to do if your child develops symptoms of COVID 19

For most people, especially children, COVID-19 will be a mild illness.

The most common symptoms of COVID-19 are recent onset of:

- new continuous cough and/or
- high temperature and/or
- a loss of, or change in, normal sense of taste or smell (anosmia)

If your child develops any of these symptoms of COVID-19, they should remain at home and arrangements should be made for them to be tested. At that time, all other household members must also stay at home, not go to work, school or public areas, even for exercise.

Testing can be arranged by calling 119 or via the NHS website: nhs.uk/coronavirus

When the result of the child's test is known further advice will be available. If the result is positive please inform the school by emailing the following address covidresults@woodgreenacademy.co.uk as soon as possible with the following information:

- Student name
- Year group
- When they developed symptoms
- Date of the test
- When they were last in school

How to stop COVID-19 spreading

There are things you can do to help reduce the risk of you and anyone you live with getting ill with COVID-19:

- wash your hands with soap and water often – do this for at least 20 seconds
- use hand sanitiser gel if soap and water are not available
- wash your hands as soon as you get home
- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- put used tissues in the bin immediately and wash your hands afterwards

Further information

Further information is available at nhs.uk/coronavirus

School Work – Online Live Lessons

- Students must attend all live lessons **in school uniform**
- Lessons will follow the timings as on their timetable. Teachers will take registers and non-attendance will be followed up
- Where a student has difficulty accessing teams and live lessons they should:
 - Contact digihelp@woodgreenacademy.co.uk and explain the details of their access problem.
 - Email the class teacher to explain the access issue.
 - Self-support using via Office 365 Video Demonstrations in the Student Teams Online Tutorials Streams Channel.
- Students should not enter a lesson until the teacher has started the lesson and the option to “join” is displayed
- Students must have cameras on
- Teachers will decide when cameras can be switched off
- Students must mute unless required to speak. Any disruptive behaviour will be dealt with on their return to school
- Students must only use the chat function when directed by their teacher to use this function to ask / answer questions
- Students must complete work through Teams Assignments by the set deadline
- Students must blur their backgrounds whilst on a live lesson
- Where students are told to work on a task by the teacher, they should use the chat function to ask the teacher if they need help
- Outside of the lesson, if students require help, they should email their teachers

Just a reminder: It is against the School Behaviour Policy to take photographs of staff or students who are taking part in live lessons. Students found doing so will risk a Permanent Exclusion for Disobedience.

Yours sincerely



Mr J Topham
Headteacher