



October 2020

Dear Parent/Carer,

I hope you and your family are keeping well and I would like to thank you for how you and your child have adapted to our new way of working and also how you have handled any self-isolation that has had to take place this half term.

I wanted to write to you today to update you on the current situation and also to prepare for the future.

Since September, we have had five students who have had a positive COVID-19 test result. All of these students were in school when they would have been classed as contagious hence why the advice from Public Health England (PHE) was to isolate the year group (bubble) concerned. Each of these positive cases were in different year groups and no other student or member of staff became infected by these students whilst they were in school. This suggests that the measures that we have put in place to protect students and staff are effective and PHE have stated that the infection has been brought into school and the school has not been the site of infection.

Therefore, the advice we now have been given from PHE will take a more pragmatic approach and hopefully mean that less students will need to self-isolate in the future if we have another positive test result.

It is still vitally important that if a student or any of the household have any of the COVID-19 symptoms they **MUST NOT** come in to school and should self-isolate as per the Government guidance. Please let the school know as soon as possible if this is the case.

It is equally as important that ALL students continue to bring their own hand sanitiser, tissues and face covering to school every day.

### Supporting your child during self-isolation

1. Find a suitable place where your child can work that is away from noise and distractions.
2. Get them up and make sure they are dressed in their uniform and ready to work for the first lesson at 9am.
3. Check your child knows where the work is being set. If a year group are isolating they will need to attend live lessons and this will be on Microsoft teams. If they are individually isolating, they will need to go to "self-isolation work" on the school website.
4. Check Classcharts for any resources that might have been sent for the lesson, and to find out the homework that has been set.
5. Remind them where to go for help. The letter on the COVID update section of the website has useful contacts.

6. At the end of the day, check they have attended each online lesson by logging into Classcharts. If they are individually isolating, ask to see the work that they have completed during the day.

Please do not feel that you need to teach your child. What is important is that you check that your child is doing what they need to do so that they do not get behind, and then worry. If they are finding the work difficult, they need to talk to their teacher over email, or through posts on teams.

### **Emails**

As email becomes a more useful way of communication, please can I remind all parents and pupils that as per our communications protocols there is no expectation that emails will be answered by staff outside of school hours. It is therefore important that students are aware of this as part of their time management and planning, in terms of problems that they may have when attempting their homework. It would be unacceptable for a student to email their teacher for a response that is required the next working day. Students must also be aware that email is a formal communication method and we would expect them to be polite with any requests that they have.

### **Manners**

In addition to the use of emails, we will be focussing on students' manners over the coming weeks. We will expect them to formally address members of staff, to say please, thank you, good morning, etc. and we will be adding this on to Classcharts so that you can be informed.

Finally, a reminder that if your child has been tested for COVID-19 and their result is positive, please email the following address:

[covidresults@woodgreenacademy.co.uk](mailto: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

This will allow us to contact the DfE for guidance on any action that we may then need to take in order to keep the whole school community safe.

Many thanks



Mr J Topham  
Headteacher