

Dear Parent/Carer

Further to my weekly update sent last Friday, I would like to remind you of the processes for setting work should your son or daughter be absent from school.

- If your son or daughter is absent because they are ill, we will not set work as they should be resting and recuperating. They will be able to speak to their teachers about catching up with work when they return to school.
- If you are taking your child out of school to go on holiday, we will not set work.
- If your son or daughter has tested positive and is ill due to Covid-19, we would treat this as an illness and the first bullet point above would apply.
- If your child is absent due to Covid-19 (self-isolation), the following will apply:
 1. Parent notifies the school office that the student is self-isolating.
 - You do not have to contact the school in the 14 day period during which the student is self-isolating.
 - If your child is displaying symptoms they must be tested and inform the school of the outcome at the earliest opportunity.
 - If they are negative they should return to school but if it is a member of their household or 'support bubble' with the symptoms they must self-isolate for 14 days or until the test of the family member comes back negative in which case they return to school asap.
 2. The school office will notify all the teachers by 12 o'clock the names of the students who are self-isolating.
 3. Teachers will provide work to the student's school email address or through Microsoft Teams by 6pm each day.

This means that the student will, effectively, work a day behind his/her peers. **I would request that you do not constantly call or email the school to hassle for work;** this will be provided but please remember that most teachers will be in lessons for 5 periods a day and this work will have to be prepared when they are not teaching.

Should a whole class or year group be self-isolating, which would happen on the advice of Public Health England, students will be expected to follow their normal timetable with teachers delivering lessons via Microsoft Teams.

Finally, if you are unsure if your child has symptoms, please do not call the school office for advice but instead contact a medical professional or the Coronavirus testing contact centre on 119.

N M Law
Headteacher

