

25 November 2020

Dear Parent/ Carer

We have been made aware of a member of staff at the Academy who tested positive for COVID-19.

We want to reassure you that we have dealt swiftly with this matter, we continue to monitor the situation, and we are working closely with Public Health England. This letter is to inform you of the current situation and provide advice on how to continue to be vigilant by following safety guidelines at all times. Please be reassured that for most people, coronavirus (COVID-19) will be a mild illness.

Yesterday I made the decision to ask Year 8 and 9 to isolate for two weeks to protect students, staff and families because these were the year groups taught by the staff member who tested positive.

I consulted with Merton Health Team and the government to make this decision. The same decisions have been made by almost all schools across the country and should reassure you as parents that I will take precautionary steps to protect you and your families.

This was not an easy decision to make and I know it will be difficult for your family, but I thank you for working in partnership with the school as we manage the community throughout these unprecedented times.

If you have one child in year 8 or 9 and another child in a different year group, only the child in Year 8 or 9 should isolate and the other should remain in school. Your whole family should only self-isolate if a member develops symptoms. This is the same message I delivered to all students today when I visited every lesson.

The **school remains open and your child** should continue to attend as normal if they remain well.

### What to do if your child develops symptoms of COVID 19

If your child develops symptoms of COVID-19, they must not come to school and should remain at home for at least **10 days** from the date when their symptoms appeared. Anyone with symptoms will be eligible for testing and this can be arranged via <https://www.nhs.uk/ask-for-a-coronavirus-test> or by calling 119.

All other household members who remain well, must stay at home and not leave the house for 14 days. This includes anyone in your 'Support Bubble'.

Further information is available at: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Interim Principal Hannah Fahey

The 14-day period starts from the day when the first person in the house became ill. Household members should not go to work, school or public areas and exercise should be taken within the home.

If you require help with buying groceries, other shopping or picking up medication, or walking a dog, you should ask friends or family. Alternatively, you can order your shopping online and medication by phone or online.

Household members staying at home for 14 days will greatly reduce the overall amount of infection the household could pass on to others in the community

If you are able, move any vulnerable individuals (such as the elderly and those with underlying health conditions) out of your home, to stay with friends or family for the duration of the home isolation period.

## **Symptoms**

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

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

**For most people, coronavirus (COVID-19) will be a mild illness.**

If your child does develop symptoms, you can seek advice from the nhs.uk website at <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>. If you are concerned about your child's symptoms, or they are worsening you can seek advice from NHS 111 at <https://111.nhs.uk/> or by phoning 111.

## **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

*Do*

- 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 <https://www.nhs.uk/conditions/coronavirus-covid-19/>

## **Remote Education**

As an Academy we are committed to ensuring that our students and their families have access to our high-quality lessons and home learning when they are in school and at home. Please read this letter carefully to find out how you can access our provision.

## Homework

During lock down, student surveys told us that students found our carefully designed quizzes a useful learning resource. As a result, **our approach to homework this year is that each subject will set a weekly quiz**. This quiz is carefully designed to help teachers to check how much students have learnt in lessons, and to plan their next lessons to provide further stretch and support. Educational research also shows that regular quizzing boosts students' long-term memory retention and supports with learning new ideas and skills.

Alongside setting weekly quizzes, **teachers will also be making their lessons available to all students**. This will mean students can go back and look at big ideas and key concepts in their own time, and use these resources to help them with completing their homework quizzes.

## Accessing Work for Students who are Self-Isolating or Absent

The approach outlined above also applies to students who are unable to attend school. Students will be able to keep up with their lessons by looking at teachers' lesson resources and completing weekly quizzes. Once students complete the quizzes, teachers will be able to give students feedback and marks so that they know what they are doing well and what they need to improve.

## How do I access lessons and quizzes?

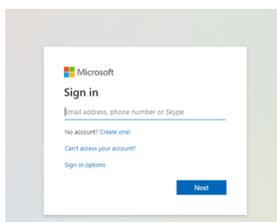
### Calendar

Students and parents can find out what work has been set for them each day by logging on to Satchel (Once called Show my Homework) <https://www.satchelone.com/login>

Here students will be able to see a calendar which shows them the work that has been set for them each day. If a parent or student has forgotten their login, they can email their coach or Progress Leader.

### Microsoft Teams

Teachers will post links on Satchel to work on Microsoft Teams. This will take students to a page where they will need to log in to Microsoft Teams to access this work.



It will take you to something that looks like this.

#### Email address:

17(Caps lock initial of 1<sup>st</sup> Name)then (second name)

*This is the year you joined.*

Joe Smith would be

[17JSmith@stmarks.anthemtrust.uk](mailto:17JSmith@stmarks.anthemtrust.uk)

#### Password:

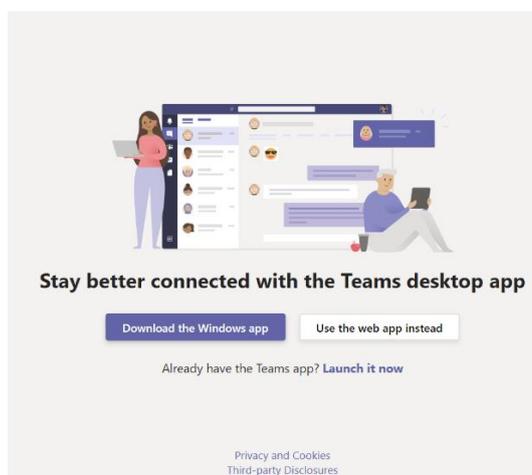
Marks(then full date of Birthday)

So if you were born 25<sup>th</sup> July 2005: 25072005

**Marks25072005**

**Your child may have changed this when they first logged in.**

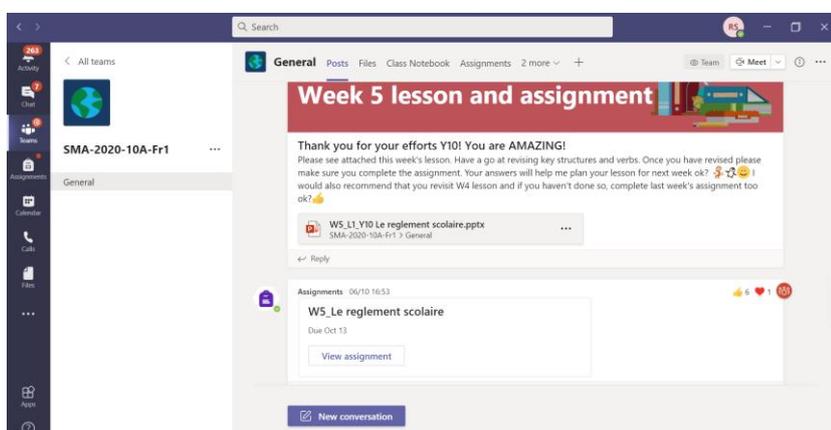
Again, if students forget their log in, they can contact their coach or Progress Leader.



Students can log in to MS Teams in a web browser, or they can download the app to access the work set by their teacher. Once students have logged into Teams, the link on Satchel will take students straight to the quiz and lesson resources set by teachers.

See image below for an example of what this might look like. You can see the PowerPoint lesson which students can click on and the 'assignment' link to the quiz.

Students are receiving training in their ICT lessons and/ or in coaching time to support them with developing their skills on MS Teams. MS Teams is used by many universities and businesses, and learning to use it well will benefit students for years to come.



### What do I need to do as a parent or carer?

Ensure your child logs on to Satchel and MS Teams every day to look at the resources and complete their homework quiz. If your child is absent from school and they are well enough, they need to complete the lesson carefully and then the quiz. This will enable their teacher to provide feedback and check their learning.

### What if I need help?

[This video](#) on our website guides you through the process described above and should help you to log in. You can contact your child's coach or Progress Leader if you need further support with ICT or ICT access. Students can also message their teachers on Satchel if they are at home and need support with specific lessons.

Thank you for everything you will do as parents and carers to ensure students make the most out of their carefully planned home learning.

Yours faithfully,

Hannah Fahey  
Interim Principal