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**THE HART
SCHOOL**
*Creative
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RSA/SPO
25 September 2020

Dear Parents and Carers

Whilst we very much hope that we will not have any diagnosed cases of Covid-19 in our school community, we must be prepared. We thought it would be helpful to let you know exactly what happens when a positive case is reported to us and, as a result, a number of students will need to study from home while they are in a period of self-isolation.

We would also take this opportunity to let you know what you should do if your own child were to test positive for the virus at some stage in the future. If your child has a positive test result you must ring the school and say that you wish to report a Covid-19 test result. You will be put through to our Student Receptionist who will ask you some questions and will then pass the information to myself or, in my absence, our Senior Vice Principal. Your call will be treated with complete confidentiality.

What would happen if we had a student or member of staff was tested positive?

When it is established that we have a positive case in our community we are required to call a dedicated *Department for Education Coronavirus School Support* line who will guide us through a risk assessment and decide how many children need to be sent home.

Depending on the circumstance, this could be a class, half a year group or a whole year group. The students will generally be required to self-isolate for 14 days from their last contact with the infected individual. Unless your child becomes ill, the rest of your family will not need to self-isolate.

After the phone call is concluded, we will put into place our action plan for dismissing the children to self-isolate and study from home. We will inform you by a text message and a letter that will be sent through ParentMail.

So that we can dismiss children efficiently, we would like to know if you are happy for your child to make their own way home or if you, or a relative, will collect them. If your child travels on the school bus you will need to arrange and communicate with the school how your child will be collected. If you wish your child to remain in school until you are able to collect them later in the day, we will isolate them within their bubble until you arrive.



Therefore, we would appreciate it if you could fill in a Microsoft form via the link below by 2 October 2020 to inform us if your child can leave school or will be collected:

<https://forms.office.com/Pages/ResponsePage.aspx?id=yu1GLt0A20uVv2z1Ys-7pII966a11OINmBwz8FTtqOFUN1dVOEpOSFhYNUw5TTdFVzI0R0VGVihLMC4u>

In the event of isolation for a period, your child's education remains our top priority. Our remote learning plan will be implemented in the following way:

Scenario 1: COVID-19 Individual Isolating Pupils

- Students will follow their daily timetable and look on the continuity of learning website for instructions telling them how to access the work.
- Students are also expected to complete homework set on Class Charts where applicable.

Scenario 2: COVID-19 Class or Year Group Isolation

- Students will follow their daily timetable and log onto Microsoft teams at the time of their lessons. Teacher will set the work during that time and will be available for the full lesson via the chat bar to answer questions and mark work sent through to them.
- Students are also expected to complete homework set on Class Charts where applicable.

Of course we are hopeful that the stringent measures we are taking to keep our community COVID-safe will mean that we do not have to use this plan in the near future. However, we are grateful for your support and thank you in advance for completing the linked form as soon as possible.

Yours sincerely

Miss R Sandham
Principal