



*'Working together so all may flourish'*



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Dear Parents,

As you know from emails that have been sent to each class this week, we now have some children self-isolating due to a positive Covid test result of a family member. I therefore thought it would be useful to remind you of our emergency procedures should a child or staff member have a positive test. Our Business Continuity Plan has previously been sent to you and is also available on the website. (accessibility on the left hand side of the home page, under 'news'.

Unfortunately, Heytesbury has limited capacity within the school to cover absence should members of the teaching team become unwell. Should a teacher need to isolate at home, initially this would be covered by our HLTA, Miss Richards, or possibly by our two other TAs covering absent staff. If this led to a longer absence, we would look at using a supply teacher.

Should we find ourselves in a situation where we were unable to staff the school safely, we would implement a rota where classes may have to attend on a week on and week off basis with more vulnerable classes prioritised. It is my hope that this plan will never have to be used, however we felt it important to inform you that this would be our intention.

We are very aware that parents may need to contact the school outside of working hours, if someone in their household was seeking a test or had received results (both positive or negative). I would ask that parents use my school email address to share this information at the earliest opportunity: [cg@heytesbury.wilts.sch.uk](mailto:cg@heytesbury.wilts.sch.uk).

As you already know from this week, we will notify you if a member of the class is isolating to seek a test. I recognise there is little anyone can do with the information, however, I feel that it provides a small amount of preparation for families should the worst happen and the class be required to isolate. If you do not hear anything further from us, you can assume the test result was negative.

In order that those children who are off school can continue to access the curriculum from home as effectively as possible, we have included our approach for providing distance learning within the following circumstances. It is absolutely vital that when a child is off school for any period of time, and are well enough to access distance Learning, they absolutely should do so.



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**Pupil needs to isolate because someone in their household is symptomatic or awaiting test results (Short term absence of 2-3 days)**

If a child is isolating from school i.e. the child is sent home from school to either receive a test or self-isolate as someone in the household is being tested, work will be uploaded to the website within 24 hours of the school being notified of the Covid linked absence. Children in Badgers and Foxes Class have their own website log ins and have been taught how to use this. For Otters Class, work will be uploaded to the class page on the website. If needs be, a paper work pack can be collected from the school.

If the children are well enough to complete the work, they can begin as soon as possible. The work will include basic skills work that would be relevant at any stage of the child's year i.e. arithmetic, spelling, reading, writing and handwriting.

We may also ask parents to facilitate any learning which would allow the child to arrive back in school without having to catch up on work – i.e planning / producing a piece of writing.

**Pupil needs to isolate because someone in their household tests positive, inconclusive or test results arrive too late to avoid 2 week isolation. The rest of the class are still in school**

Using the website, the class teacher will upload work. The teacher will decide what materials are most appropriate for the individual child.

The teacher may prepare links to relevant Oak National Academy sessions or other internet based online lessons, linked with what is being covered in class.

Children will also be encouraged to practise basic skills such as daily reading, basic maths skills on Mathletics, spelling on Spell Frame etc

If child is entitled to benefit-related FSM a meal / food parcel will be made available – it will need to be collected from the main school gate.

If teachers do not find work is submitted on the website (Badgers & Foxes) or emailed back in (Otters), they will phone the parent after 3 days to discuss this and support where appropriate.

**A class of children are self-isolating because of a case of coronavirus in their class bubble. 2 week isolation period.**

The class teacher will upload work onto the website. (Badgers and Otters via children's log-ins; Otters on class page on the website)

As long as the class teacher is well enough, lessons for maths and English will be taught via TEAMS with follow up tasks uploaded to the website. Some teachers may direct pupils to National Oak and other online learning materials to support the curriculum delivery.



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Children will also be encouraged to practise basic skills such as daily reading, basic maths skills on Mathletics, spelling on Spell Frame etc

If a child is entitled to benefit-related FSM, food parcels will be made available - **it will need to be collected from the main school gate.**

Those not engaging with home learning are to receive a phone call from the class teacher or member of the SLT to discuss the obstacles and support.

**A whole bubble/cohort of children is isolating because of an outbreak of coronavirus (Tier 4) 2 weeks or longer isolation period.**

The class teacher will upload work onto the website.

As long as the class teacher is well enough, lessons for maths and English will be taught via TEAMS with follow up tasks uploaded to the website. Some teachers may direct pupils to National Oak and other online learning materials to support the curriculum delivery.

For foundation subjects, children may be directed to online platforms such as National Oak.

Children will also be encouraged to practise basic skills such as daily reading, basic maths skills on Mathletics, spelling on Spell Frame etc

If a child is entitled to benefit-related FSM, food parcels will be made available - it will need to be collected from the main school gate.

Those not engaging with home learning are to receive a phone call from the class teacher or member of the SLT to discuss the obstacles and support.

Time will also be scheduled for the children to watch an online worship. This will encourage children to keep working, celebrate successes and promote a togetherness.

In the event of teachers becoming ill, if available, support staff will be required to 'takeover' or the children will be directed to Oak Academy or BBC Bitesize.

If during any of the situations above, you are unable to provide access to your child with an appropriate device (ideally a tablet or laptop) please contact the school.

Please note the importance of having TEAMS and accessible on your devices. Invitations for remote teaching sessions will be sent to the children's email address.

I realise this is a huge amount of information to digest but we felt it would be helpful to refer to, should we find ourselves in any of the hypothetical situations above.

Lastly, I would like to wish you well and hope you continue to stay safe and healthy.

Kind regards,  
Carole Godfrey