



15th September 2020

Dear Parents/Carers,

I am pleased to inform you that the return to school has gone as well as we could have hoped and after the first full week back at school everyone is starting to get used to our new ways of working. As you would expect we will also respond to any changes in government guidance. We will update you on any changes to our procedures as and when they occur.

I am writing to you today to inform you of the arrangements that will be in place for remote/online education in the events that individual students or groups of students are required to self-isolate.

1. Students self-isolating (awaiting test results/identified as a close contact/family member tested positive).

Action – an outline of the curriculum content that will be covered will be provided, along with guidance on how to access resources and online lessons.

We now have students who are having to self-isolate either because they are waiting for a test result as they have symptoms of COVID-19, they have been identified as a close contact or because a family member has tested positive. If this is the case the school will provide support for these students to work at home. It will not be possible for self-isolating students to access lessons remotely in school, other than in the Sixth Form. I am sure will appreciate that teachers will be preparing and delivering lesson for their classes in school and will not have the capacity to do this and also to set individualised work for students who are absent from school.

We will be providing parents with an outline of the curriculum content that will be covered for the two weeks after we have been notified of a self-isolation absence, which is the longest period of time that a student could be self-isolating for. This will be a summary of the work that will be covered in school for each subject and guidance on how to access resources and online lessons. These resources will predominately be available via the National Oak Academy. This is an online curriculum which has been developed nationally to support students working from home during the coronavirus pandemic.

2. Entire year group sent home

Action - online lessons to be delivered using Microsoft Teams.

The arrangements that will be put in place if an entire year group are required to self-isolate will be different than those for individuals who are self-isolating. If this is the case then the teachers will be able to deliver their lessons for the year group via Microsoft Teams. If a year group is sent home from school for a period of time (this is likely to be for a two week period) students will follow their normal school timetable as teachers will be teaching from their classrooms or, if they are also self-isolating, from home. Tutor sessions would only take place on Monday.

The resources for lessons will also be made available via Teams rather than on SMHW. We successfully piloted this with Year 10 and 12 lessons in the summer term and have an online learning protocol that will be shared with you if a year group bubble is required to self-isolate. Homework will not be set as it was clear from parental feedback in the summer that the demands of supervising children at home for the normal school day were quite challenging for home-working parents, without the added expectation that homework should be completed in the evening.

Your child will need to have unrestricted access to a device to participate in these lessons for the duration of their school day. If your child does not have access to their own device then please contact Mr Reeves at the school via enquiries@oldfieldschool.com, as we have a number of laptops that can be loaned to students.

I appreciate that Microsoft Teams is a platform with which many students and parents will not be familiar. We are currently using a company to build a structure for us that will make it easier to access, and easier to use, for students and staff. The project will be completed on Monday September 21st, and shortly after that we will send home guidance to help students and parents familiarise themselves with how to access resources. The company is called Cloud Design Box, and if you would like to learn more about their product and using Microsoft Teams in advance then they have a YouTube channel which is very helpful.

3. Part of a year group sent home

Action – an outline of the curriculum content that will be covered will be provided, along with guidance on how to access resources and online lessons.

In the event that part of a year group is sent home then we will not be able to run online lessons as described above because teachers will be teaching the remainder of the students in the year group in school. Therefore we will set work as outlined in Section 1. However, it may be possible to provide some online lessons if a group of students that are self-isolating are taught as a group across the part of the curriculum. This could be the case for some subjects at Key Stage 3 and we will adapt our response accordingly if this is the case.

The decision on whether a year group bubble is sent home will be taken in consultation with Public Health England as this is, ultimately, their decision. The measures we have in place in school should mean that close contacts will not be identified outside of a year group bubble while students are in school and that teaching staff will not be identified as close contacts. These should minimise the impact across the school of a positive test result for a student or adult at the school.

These arrangements will be in place from Monday 21st September. In the interim, for students who are self-isolating this week, we will be contacting parents to advise them on how to access online resources.

A COVID-19 quick reference guide for parents is attached with this letter and it also available on the school website.

I will be writing to you shortly on what the arrangements will be if a local lockdown is implemented in this area which then has an impact on school operations.

Yours faithfully



Mr S Mackay
Headteacher