

ST MARY THE VIRGIN CHURCH OF ENGLAND PRIMARY SCHOOL

Hartfield, East Sussex, TN7 4AA



Learning with Love, Strength and Faith, following the example of Jesus

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Friday 25th September 2020

Dear St Mary the Virgin CEP Families,

Protocol update and contingency plan

We are writing to provide you with an update to how we will handle suspected or confirmed cases of coronavirus (COVID-19) and inform you about how we will provide online education in the instance that pupils need to self-isolate. Please read this information carefully. Our full contingency plan can be found on the coronavirus (COVID-19) updates page on our [website](#).

If a child or member of staff displays symptoms

If a child or member of staff displays symptoms compatible with coronavirus (COVID-19), you will receive an email with a link to the website, which has the letters on it. The letter will make it clear whether it is a child or a member of staff that has developed symptoms. If the result is positive, you will be informed immediately. The regularity in which tests are taken make it impossible for us to inform you every time there is a negative result. If you do not hear from us, you should assume the result is negative and continue to send your child(ren) in as usual.

If individual children are required to self-isolate:

In the instance that individual children need to self-isolate (rather than a whole 'bubble'), each class has a folder on their class page on the website which contains two-weeks' worth of work. This work links to maths skills, literacy tasks and a range of foundation subjects and can be accessed at any time. It is not linked to a topic to ensure teachers' workload remains manageable and is set in a similar way in which work was set during full school closure. This work should be completed at home and then brought into school to share with the teacher at the end of self-isolation.

If a 'bubble' is required to self-isolate:

If a whole 'bubble' of children (along with the staff in their bubble) are required to self-isolate, we will be using Google Classroom to set work and interact with the children. Each pupil (from Reception to Year 6) will be provided with a login to access his or her class' work. This will be stuck into the front of their reading record **and** sent as a letter home. We are currently training staff on how to use this effectively and will write to you about the use of Google Classroom in more detail, once all the arrangements are made.

The use of Google Classroom will allow staff to interact regularly with the children through a mixture of live and pre-recorded videos, and provide feedback on work submitted. Google Classroom will also be used in the unlikely event that wider school closures are enforced.



Catch-up funding

We have had confirmation that the government will be funding catch-up sessions for pupils who are identified as needing extra support, as a result of school closures. Teachers have been assessing their classes and are meeting with the Senior Leadership Team and Mrs Leahy to discuss how best to help the children they have identified. Teachers will be in contact with you if your child(ren) will be having extra support, and discuss the details with you.

Please do not hesitate to contact us if you have any questions.

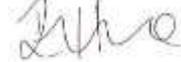
Yours sincerely,



Mr A Brundle
Chair of Governors



Mr J Procter
Executive Headteacher



Miss B Hare
Head of School

