



**Holy Family Catholic High School**

# **Covid-19 Parent Information Booklet**

## **Educational Provision - Isolating for 14 Days.**

In any year group, there may be several students isolating for 14 days at home. If your child is isolating, their class teacher is aware and will ensure that lesson resources are placed onto Microsoft Teams for your child to access each day.

**Classwork will be available on MS Teams (use school email to log-in to Office 365)**

**Homework will be set on Class Charts (use App and parent code to log-in)**

### **What will the class work be like?**

Remote learning class work may take the form of:

- Watching a recorded lesson or video including Oak Academy and YouTube resources
- Reading, making notes, summarising information
- A Power Point to work through
- An assignment or activity to complete
- A quiz or interactive game on GCSEPod, Seneca, Active Learn or Tassomai.

In some subjects, the student will be asked to submit the work to the teacher or keep it safely until they return to school. The work should take approximately the same length of time as the lesson(s).

### **What if my child cannot remember their email address or password?**

This information should be written down in the front of their school planner. If not, please email

[password-reset@holyfamilyhighschool.co.uk](mailto:password-reset@holyfamilyhighschool.co.uk)

### **What if my child cannot access Teams?**

Teams is accessed through Microsoft Office, the password to sign in is your child's school email and password. If you cannot get onto Teams please call the school office and an IT technician will get back to you.

### **What if we have no internet access at home?**

Please call the school and speak to our pastoral team on 0151 924 6451

### **What if we don't have a printer at home?**

Don't worry, the vast majority of the work is online or in an editable format so that your child can work on the document, save it and send it to their teacher without the need to print. Other activities can be done on paper and kept safely until your child returns to school.

### **What if my child gets stuck or has a question for the teacher?**

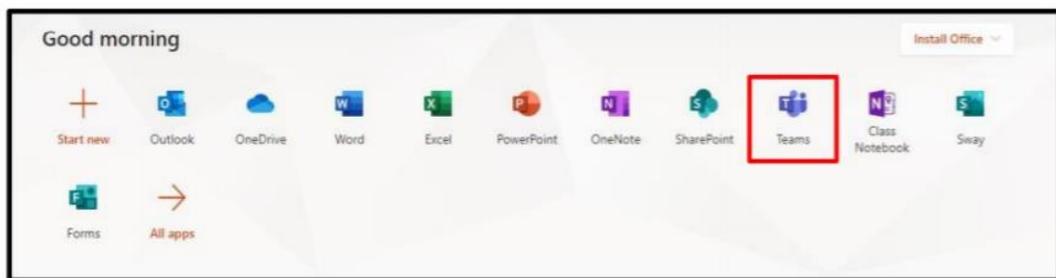
Your child can email their subject teacher for help at any time.

When your child would normally have that lesson on their timetable, the class teacher will be available online to answer any questions. This can be done in Teams on the chat or via email using the school email address.

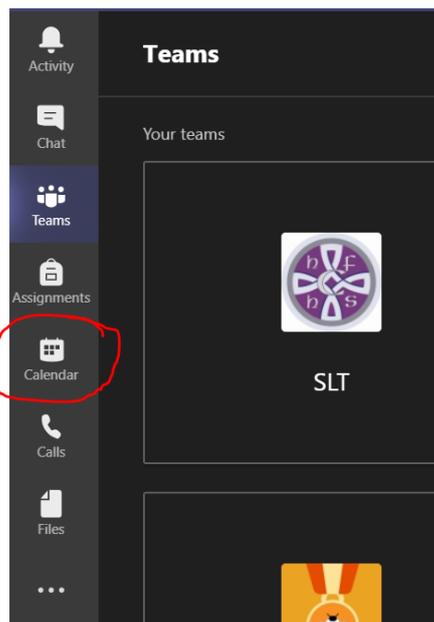
## How to access Microsoft Teams

The new school website (to be launched later this month) has a direct link to Microsoft Teams and more detailed guidance. Follow the tab to 'Online Learning' from the Home page.

1. Open your internet browser (e.g. Google Chrome) and type [www.office.com](http://www.office.com)
2. Sign-in to Microsoft Office using your school email address and password. This should be written in the front of your planner. If not, email [password-reset@holyfamilyhighschool.co.uk](mailto:password-reset@holyfamilyhighschool.co.uk)
3. From the Microsoft Office homepage, you will be able to select the Teams icon.



4. Your child will have a different 'Team' for each class they belong to. Click onto a Team to look inside it. This is where the teacher will load resources and set work.
5. Your child will also have a calendar. This is where any 'live' or online lessons will be posted. They click on the link from the calendar to join the lesson (meeting). Links will also appear in their school email.



## WORKING AT HOME DURING ISOLATION

If your child is well but isolating at home, they are expected to work each day to complete the tasks the teachers set. Each morning, they should log-on to their Microsoft Team account using their email and password.

Each subject teacher will have set up a 'Team' and your child will be a member of a number of Teams – one per subject. For example, Mrs Jones may have a Year 8 English class called 8F3/En and your child will be a member of this Team. Your child will be able to communicate with Mrs Jones in this Team page.

In the Team page, your child will be able to ask questions and chat to the teacher about their work during the scheduled lesson. When a year group is in isolation, the teacher will be available on line 'live' when the lesson is normally timetabled.

We advise that your child sticks to their timetable, but understand that sometimes this might not be possible. Teachers will ensure that the lesson is clearly explained so that your child can complete the tasks, even if they have been unable to do so at the specified time on their timetable.

If you have any concerns about how well your child is engaging with home learning, please contact the school and their Progress Leader.

## COVID-19 FAQ's

This is an information leaflet to explain the COVID-19 protocols for school.

### **What should I do if my child is unwell?**

If your child has symptoms (a high temperature, a new, continuous cough, or loss of/change in your sense of taste or smell, vomiting or diarrhoea) please inform school on 0151 924 6451, and keep your child and the rest of your household at home.

**It's important you get your child tested immediately and inform school of the outcome of the test. Get a test at [nhs.uk/coronavirus](https://nhs.uk/coronavirus) or call 119.**

If the test is negative, and if they feel well enough (no symptoms for 48hrs), the child and their household can stop self-isolating and return to school.

If your child tests positive, they must isolate for 10 days from the start of symptoms and the household must self-isolate for 14 days.

### **What will happen if my child is unwell during the school day?**

If your child develops these symptoms in school, they will be cared for by the staff in the POD and you will be contacted. Your child, and any siblings, will be sent home with a letter and advice about what to do. It is important that you take your child to be tested and follow the process above.

Unless COVID-19 is confirmed by a positive test, there will be no need for other students, teachers or staff in the bubble group to go home or self-isolate.

### **What should I do if I am unwell or a member of our household is unwell?**

Anyone with symptoms must stay at home for 10 days (self-isolate) and get tested immediately. All members of the household must self-isolate for 14 days and children must stay off school, even if they feel well and have no symptoms.

If the test is negative, the household can stop self-isolating and the children can return to school.

If the test is positive, then the household must continue to isolate for 14 days. Even if the household members feel well or have had a recent COVID test, they must remain at home for the full 14 days.

### **What should I do if my child has recently been with a friend or close contact (outside school) who has tested positive for COVID-19?**

If your child has been in close proximity to the COVID infected person (e.g. grandparent, friend), they should self-isolate for 14 days and inform school. For example, close proximity means face-to-face without facemasks, hugging, sharing a car without face-masks, spending time in their house, sitting closely without face masks, going out for a meal or in any way not socially distancing.

### **What happens if a staff member tests positive for COVID-19?**

The staff member will self-isolate for 14 days along with their household and any close proximity contacts. In a secondary setting, the member of staff is not part of a bubble due to social distancing and strict hygiene measures. This means that pupils do not need to be isolated at home. The school will notify parents that a staff member has tested positive.

### **What happens if there is a COVID case in my child's class or Year Group?**

If there is a confirmed COVID-19 case by a student in school, the rest of the Year Group (bubble) will be sent home to self-isolate for 14 days.

The households of the bubble do not need to isolate, unless their child also develops symptoms. Anyone who develops symptoms, should get tested immediately. For families with siblings in school, this means you may have one child isolating and another still at school. This is to break the chain of infection without forcing the school to close.

### **What if there is an increase of COVID in the community?**

COVID infection rates in Sefton are rising. Schools will be asked by Public Health England and the Local Authority to help break infection chains by reducing the number of students on-site. This will mean that, for the majority of pupils, they will attend school on a **two-week rota**. Each year group will access two weeks remote learning online and two weeks face-to-face learning in school. Children of key workers will be able to access full-time school if they need to; more information will follow.

If COVID levels continue to rise, further restrictions will be put into place by the Local Authority.

### **What happens about lessons if my child is isolating at home?**

If your child is well but isolating at home, they may miss 10 days of learning. Therefore, it is vital that they continue with lessons online and complete the assignments set by the teacher.

Teachers will provide lessons through an online learning system called **Microsoft Teams**. It is important that your child can access Teams online using a laptop, tablet, PC or smart phone. More detailed information about how to log-on and access Teams has been shared with your child in school and links and instructions can be found on our school website.

If your child is isolating, please inform the school if you do not have internet access or a device to access Teams.

### **Further information**

If you require more information, please see the guidance at <https://www.gov.uk/coronavirus>

If you need to alert us of a suspected or confirmed COVID case in your household, please call 0151 924 6451.

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We appreciate your efforts to help to keep the school a safe place for all. If cases of COVID-19 start to rise in Sefton, we need everyone to be vigilant for symptoms and ensure that all measures are taken to protect our school community. Please follow the guidance set out in this document and do not hesitate to contact us if you have any questions.

## Covid-19 Related Pupil Absence A Quick Reference Guide for Parents

What to do if .....	Action Needed	Return to school when .....
<p>My child has Covid-19 symptoms;</p> <ul style="list-style-type: none"> <li>• <b>HIGH TEMPERATURE</b> – this means you feel hot to the touch on your chest or back.</li> <li>• <b>A NEW CONTINUOUS COUGH</b> – this means coughing a lot more than an hour, or 3 or more coughing episodes in 24 hours.</li> <li>• <b>A LOSS OR CHANGE TO YOUR SENSE OF SMELL OR TASTE</b> – this means you have noticed you cannot smell or taste anything.</li> </ul>	<p><b>DO NOT COME TO SCHOOL</b></p> <ul style="list-style-type: none"> <li>• Contact the school to inform us.</li> <li>• Self-isolate the WHOLE household for 14 days.</li> <li>• Get a test.</li> </ul> <p><b>INFORM SCHOOL IMMEDIATELY UPON RECEIVING THE TEST RESULT</b></p>	<p>You have a negative coronavirus test and you no longer have a fever.</p>
<p>My child tests positive with Covid-19</p>	<p><b>DO NOT COME TO SCHOOL</b></p> <ul style="list-style-type: none"> <li>• Contact school to inform us.</li> <li>• Agree an earliest date for possible return. <b>A Minimum of 10 days after symptoms started.</b></li> </ul>	<p><b>NOT SOONER THAN 10 DAYS AFTER THEIR SYMPTOMS STARTED.</b></p> <p>Students should remain off after this period if they still have a fever. They can return if they have a cough or loss of taste/smell as these symptoms have been shown to continue even when the infection has passed.</p>
<p>My child tests negative for Covid-19</p>	<p><b>CONTACT THE SCHOOL</b></p> <p>Discuss when your child can come back to school.</p>	<p>The test is negative, symptoms have passed and you feel well.</p>
<p>My child is ill with symptoms not linked to Covid-19.</p>	<p><b>FOLLOW THE USUAL ABSENCE POLICY.</b></p> <p><input type="checkbox"/> Contact us by 8am to report the absence, give symptoms and predicted return to school.</p>	<p>When feeling better, unless it was sickness and diarrhoea, in which case 48 hours after symptoms finished.</p>
<p>Someone in the household has symptoms of Covid-19.</p>	<p><b>DO NOT COME TO SCHOOL</b></p> <ul style="list-style-type: none"> <li>• Contact the school to inform us.</li> <li>• Self-isolate the whole household for 14 days.</li> <li>• Household members to get tested.</li> </ul> <p><b>INFORM SCHOOL IMMEDIATELY ABOUT TEST RESULTS</b></p>	<p>The test comes back negative and your child is not showing symptoms.</p>
<p>Someone in my household tests positive for Covid-19.</p>	<p><b>DO NOT COME TO SCHOOL</b></p> <ul style="list-style-type: none"> <li>• Contact the school to inform us.</li> <li>• Agree an earliest date for possible return. <b>Minimum of 14 days.</b></li> </ul>	<p>The child has completed <b>14 days of isolation.</b></p>
<p>NHS Test &amp; Trace has identified my child has been in close contact of someone with symptoms of confirmed Covid-19.</p>	<p><b>DO NOT COME TO SCHOOL</b></p> <ul style="list-style-type: none"> <li>• Contact the school to inform us.</li> <li>• Agree an earliest date for possible return. <b>Minimum of 14 days.</b></li> </ul>	<p>The child has completed <b>14 days of isolation.</b></p>

<p>We/my child has travelled and has to self-isolate as a period of quarantine.</p>	<ul style="list-style-type: none"> <li>• DO NOT take unauthorised leave in term time.</li> <li>• Consider quarantine requirements and FCO advice when booking travel.</li> <li>• Agree an earliest date for possible return. <b>Minimum of 14 days.</b></li> <li>• Self-isolate the whole household.</li> </ul>	<p>The quarantine period of <b>14 days has been completed.</b></p>
<p>We have received medical advice that my child must resume shielding.</p>	<p><b>DO NOT COME TO SCHOOL</b></p> <ul style="list-style-type: none"> <li>• Contact the school to inform us.</li> <li>• Shield until you are informed that restrictions are lifted and shielding is paused again.</li> </ul>	<p>Restrictions have been lifted and your child can return to school.</p>
<p>My child's bubble is closed due to a Covid-19 outbreak in school.</p>	<p><b>DO NOT COME TO SCHOOL</b></p> <ul style="list-style-type: none"> <li>• At home, support your child with remote learning, provided by the school.</li> <li>• Your child will need to <b>isolate for 14 days.</b></li> </ul>	<p>School will inform you when the bubble is re-opened.</p>