

22 September 2020

Dear Parent/Carer

Following on from my communications with you last week, I thought it might be wise to prepare you for what would happen should we ever get a confirmed case of coronavirus (COVID-19) in school.

So, for your awareness, should we be advised that there has been a confirmed case in the future, we will immediately carry out a full risk assessment and identify in the first instance, all those who we consider to have been in close contact with the confirmed case.

Should your child be identified as a close contact, we would then notify you of this and ask that they stay at home and self-isolate for 14 days.

Only those whose child has been identified as a close contact will be contacted by ourselves.

If your child has not been identified as a close contact, you will not be contacted and your daughter or son will not need to make any change to their usual routine, including school attendance.

We recognise that having to self-isolate may well be a distressing time for you and your family but we would be asking you to do this not only to follow official guidance, but to reduce the potential further spread of COVID-19 to others in the school as well as those in our local community.

If your child is asked to self-isolate and remains well at the end of this period of self-isolation, they will be able to return to school on the date specified to you at the time of notification.

Further, more detailed information will be provided to anyone who must undertake a period of self-isolation at the point of being notified.

Remote learning during any period of self-isolation

Of course, this remains a dynamic situation. However, we remain committed to supporting all pupils in having access to their curriculum and ensuring each can access learning from home during any periods of self-isolation.

It is our expectation therefore, that pupils will continue to follow their normal timetable should they be absent from school. Teachers have designed, and will continue to upload lessons, activities and resources that follow subject curriculum plans, with pupils advised to spend the same number of allocated hours on each subject at home, as they would if they were in school.

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From this week then, and during any period of self-isolation, your daughter/son will need to go onto Microsoft Teams, through Microsoft Office 365, to do their class work and homework.

Microsoft Teams is now the principal platform from which all remote learning should be accessed and pupils are already in a position where they can access this now.

All pupils have access to Microsoft Office 365 through their email account.

Pupil email addresses follow the format: 20APupil@priory.lancs.sch.uk whereby the number is the year a pupil started at Priory ie, 20 for Year 7, 16 for Year 11, followed by their initial and surname.

Once logged into Office 365, pupils can access Teams.

For full functionality, they should log into their school Office 365 account via the Internet to access all their mail, saved documents, emails and Teams.

Throughout any period of self-isolation, all lessons and homework will be uploaded into Teams by our staff here in school.

User guides have already been sent out to pupils to make sure they know how to access everything, so please ask them to demonstrate this to you now, so you as parents and carers have an understanding of their remote learning platform from this point forward.

For further guidance on this, please go to www.priory.lancs.sch.uk/pupils/office-365.

If your daughter or son is struggling to get onto Teams for any reason, please contact our teachers to explain what help they need, and we will try and help them with this now in preparation for any future period of self-isolation.

Finally

Once again, please be assured that throughout any period of self-isolation, we will continue to do all we can to help and support our pupils' academic and pastoral care and we will want to keep in touch with you as much as possible.

'Out of sight' will certainly not be 'out of mind', so please get in touch with us here in school should you need us for anything.

Yours faithfully



Mr M Eastham
Headteacher