

IMPORTANT INFORMATION - PLEASE READ THE WHOLE LETTER

31<sup>st</sup> December 2020

Dear Parent / Carer,

**Re: COVID19 Update – School re-opening January 2021 following Government announcement 20.12.20 and NHS Test + Trace COVID19 testing for staff and students**

I hope that you and your family had an enjoyable Christmas, notwithstanding the COVID-19 restrictions that we are all living with.

As you know, we have worked incredibly hard since the start of the pandemic in March to keep our academy as safe as possible, and that work has continued over the Christmas holiday period. I would like to thank our incredible staff for their commitment and professionalism, which has seen many working over the holidays.

My letter today includes important information relating to when your child will return to the academy at the start of this coming term, and also to the COVID-19 testing process for staff and students.

**Information relating to school re-opening in January 2021**

The Government has now announced that secondary schools and colleges will re-open on a phased basis, as follows:

**For week beginning Tuesday 5<sup>th</sup> January to Friday 8<sup>th</sup> January**

- If your Year 8-11 child has already been classed as vulnerable or if you or your partner is a key worker, then you will be contacted on Monday 4<sup>th</sup> January, and if required by you, your child will have on site provision from Tuesday 5<sup>th</sup> January. These children will receive face to face support and be able to access online learning in the academy. There will be separate contact to Year 7 parents following this letter
- If your child attends ASCEND they will return to the academy for onsite learning on Tuesday 5<sup>th</sup> January
- All other children in Year 7-11 will receive remote learning via Microsoft Teams from Tuesday 5<sup>th</sup> January to Friday 8<sup>th</sup> January. To note, on Tuesday 5<sup>th</sup> January we have an external consultant installing a new remote learning app during the day to further improve our online learning facility by syncing SIMs automatically with Team. This will ensure class groups and information is seamlessly updated and accurate. Due to this installation there will be some alteration to usual timetable Teams teaching on Tuesday and the schedule for Tuesday will be:

	9.00 – 9.20am	9.30 – 10.00am	10.15 – 10.45am	11.00 – 11.30am	11.45 – 1.00pm
Year 7	Assembly HOY + SLT	English	Maths	Science	Oak National Academy
Year 8	Assembly HOY + SLT	Maths	Science	English	Oak National Academy

Year 9	Assembly HOY + SLT	Science	English	Maths	Oak National Academy
Year 10	Assembly HOY + SLT	Maths	Science	English	Oak National Academy
Year 11	Assembly HOY + SLT	English	Maths	Science	Oak National Academy

#### For week beginning Monday 11<sup>th</sup> January to Friday 15<sup>th</sup> January

- If your Year 7-10 child has been classed as vulnerable or if you or your partner is a key worker, and if you require it, then your child will have on site provision. These children will receive face to face support and be able to access online learning in the academy
- If your child attends ASCEND they continue to attend on site learning
- If your child is in Year 11 (and taking exams this academic year), then your child will return to the academy for on site learning on Monday 11<sup>th</sup> January to Friday 15<sup>th</sup> January. Your child is expected to engage fully with their remote learning during the week of 4<sup>th</sup> January so that they keep up with their education
- All other children in Year 7-10 will receive remote learning via Teams following their usual timetable from Monday 11<sup>th</sup> January to Friday 15<sup>th</sup> January.

#### For week beginning Monday 18<sup>th</sup> January to Friday 22<sup>nd</sup> January

- If your child is in Years 7, 8, 9 or 10, then your child will return to the academy on Monday 18<sup>th</sup> January (further information to follow). Your child is expected to engage fully with their remote learning during the weeks of both 4<sup>th</sup> and 11<sup>th</sup> January so that they keep up with their education

At the bottom of this letter I have included information pertaining to Microsoft Teams access for students to look at.

All scheduled **Year 11 vocational exams** will go ahead as planned and we will provide specific guidance and support next week.

I am seeking clarification around government messaging on '**contingency framework**' for schools in COVID19 high risk areas such as Thurrock. At time of writing it is still unclear on how this will affect us. As soon as I have detail on this I will of course pass it on to you.

If your child receives a **Free School Meal** and they are officially not on site, we will make similar voucher payment provision to parents for each day out of school as we have done previously.

As before, a great deal of planning and risk assessment has gone into ensuring that our academy continues to be as safe as possible for both our students and staff, in line with latest Government and Public Health England guidance.

We will continue to take decisions in the best interests of our students, working with you and keeping you informed every step of the way, while following Government rules and advice.

**Information relating to NHS Test and Trace: COVID-19 testing for staff and pupils**

As mentioned in the letter I sent to you on the 18<sup>th</sup> December, testing for those without coronavirus symptoms is beginning across the country using COVID-19 tests known as ‘lateral flow tests’.

Along with the other protective measures we are taking, these tests can help staff and pupils remain in school safely. Up to one third of people who have coronavirus experience no symptoms. By testing we will help to stop the virus spread and help to keep our school open as safely as possible. The test is voluntary. However, we are participating as a school and I would encourage all students and staff to take part as well.

We will be testing all staff and students who want to participate from week commencing 5<sup>th</sup> January 2021, extending this as more pupils return in following weeks.

I enclose an instructional leaflet with some more information (below) as well as an electronic link to a COVID19 Test Registration + Consent Form.

[https://forms.office.com/Pages/ResponsePage.aspx?id=cCy76NwEk0ilgsR7VNvSkj\\_gAhZLrF9FrbHGW0dJMfNUOU9PTVY1UVgxM0Q4RVNkQ0NYNU9OS0IURS4u](https://forms.office.com/Pages/ResponsePage.aspx?id=cCy76NwEk0ilgsR7VNvSkj_gAhZLrF9FrbHGW0dJMfNUOU9PTVY1UVgxM0Q4RVNkQ0NYNU9OS0IURS4u)

If you are happy for your child to be tested, please:

- Complete the electronic **Registration + Consent Form** (one per child)

Those taking the test will be supervised by trained academy staff. The lateral flow tests are quick and easy using a swab of your nose and throat. Staff can oversee the swab process.

Results take around half an hour from testing and will be shared directly with staff and students participating. Where participants are under-16, parents or legal guardians will also be informed.

The Government has shared information with us from Oxford University and Public Health England, which have indicated the tests are as accurate in identifying a case as a ‘PCR test’ (99.68% specificity). The tests have lower sensitivity but are considered better at picking up cases when a person has higher viral load, hence the need to test frequently. Testing will be offered free of charge.

I hope that the information in this letter is helpful and clear. Please do ensure you complete the electronic Registration + Consent Form via the link, if you are happy for your child to take a COVID-19 test, **by Wednesday 6<sup>th</sup> January**. If you have any questions, please do also email these to [info@ormistonpark.org.uk](mailto:info@ormistonpark.org.uk).

In the meantime, I would like to take this opportunity to wish you and your family a very happy New Year. Please do continue to take care and stay safe.

Yours sincerely,



Mark Roessler  
Principal  
Ormiston Park Academy

## COVID-19 testing information for students

### What if a student tests positive?

Participating staff and students who test positive will be informed about their results individually. Where participants are under 16, parents or legal guardians will also be notified. Guidance on safe travel and additional precautions will be provided along with test results.

Students will need to take a further 'PCR test' (similar to those done in local and regional testing sites) on the same day (or as soon as possible). You can go to [www.gov.uk/get-coronavirus-test](https://www.gov.uk/get-coronavirus-test) or can call 119 to book a follow-up test. If ordering a PCR test yourselves, they should choose to visit a drive-through test site if possible, as it is faster than requesting a home test.

During the time while they wait for the PCR result (via text/email), students will need to self-isolate.

If the PCR test confirms a positive result you will have to self-isolate and follow the guidance from NHS Test and Trace.

### What happens if the test is negative?

Students will be able to stay in school and resume their activities as normal. A student will only be told if they test positive on a lateral flow test, so if you do not hear you can assume it was negative. A small number of students may need to repeat the test if the first test was invalid or void for some reason.

### What if a close contact at school tests positive?

A close contact of someone in school/college who has tested positive for COVID-19 will be able to return to school if they agree to be tested once a day for seven days and the test is negative. If they do not want to take the test, they will need to self-isolate as per the national guidelines. This does not apply to household members or close contacts outside school who will still need to self-isolate. Further details will be provided at the time, but if you would prefer to self-isolate instead of doing daily testing, you can.

### What if my child develops symptoms?

This testing programme at school is for people with no symptoms. If your child develops symptoms at any time (such as a high temperature; a new, continuous cough; or a loss or change to their sense of smell or taste) they must immediately self-isolate, and book a test by calling 119 (England, Wales and Northern Ireland) or visit <https://www.gov.uk/get-coronavirus-test>.

We will support our staff and students throughout, but please contact us if you need this information in any other language or format or if you have any questions. You can call the office on 01708 865180 or [info@ormistonpark.org.uk](mailto:info@ormistonpark.org.uk)

## Microsoft Teams access information for students

All students have already been trained on how to use Microsoft Teams in case of this eventuality.

Here is a reminder to students how to access Microsoft Teams Teaching and below is a link to an instructional PowerPoint.

Students must regularly check their personal Ormiston Park Academy email address for information, notifications and updates.

Logging onto Microsoft Teams

1. Go to search bar and type [www.office.com](http://www.office.com)
2. Click on sign in button
3. Enter your school e-mail address
4. Click on next
5. Enter the password for your e-mail address
6. Press sign in then you can select if you want to stay signed in
7. You will then be shown a series of icons. Click on the teams icon
8. If you cannot find it, you can search for teams in the search area
9. You then just need to click on the calendar. This will show the classes you have been invited to
10. When you are invited to a lesson, click on accept and it will then be added to your calendar
11. At the time of the lesson, click on the join now tab and it will take you to the lesson.

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