

Dear Parent / Carer

As you will be aware, there have been several cases of COVID in members of the school community which have resulted in students and staff being required to self-isolate. I am writing to you to remind you of the process should you require a test for you or your child and to, I hope, offer some reassurance by sharing some details on the procedures the school goes through when positive cases are reported.

COVID symptoms and testing

Your child should not attend school if they develop any of the three most common symptoms of COVID.

These are

- A new continuous cough
- A high temperature
- A loss or change of taste or smell

You can apply for your child to be tested if they have any of these symptoms by contacting the [NHS](#).

It is vital that your and child and the rest of the household self-isolate while waiting for the results. **Under no circumstances should your child attend school while waiting for the test result.** If the result is negative, then your child can return to school immediately. If the test is positive your child and the rest of the household must self-isolate for the period advised by officials from the NHS Test and Trace Service.

Further information on coronavirus in children is available [here](#).

Informing the School of a Positive Test result for a student

In the event that your son/daughter tests positive for Covid please report this immediately to the school using the link on the front page of the school website. When clicking on this link you will be asked to answer the following questions

Full Name

Date of Birth

Form

Symptomatic/asymptomatic

What is a 'contact'?

Identifying contacts of infected individuals is carried out by the DfE and the school in accordance with national protocols. A contact is anyone who has been within two metres of an infected individual for fifteen minutes or more, or within one metre of an infected individual for one minute or more. The school has detailed seating plans for every lesson, and these are referred to in the meeting between the school and the DfE.

There is no risk from your child having been in close proximity to an individual who has been identified as a contact unless and until that person develops the virus themselves. The incubation period for this is several days. The school cannot authorise COVID related absence for students unless they are ill (or showing any of the symptoms) or officially self-isolating following instructions from the school or the NHS Test and Trace Service.

Further guidance from the Government about contacts and self-isolation is available [here](#).

Work for self-isolating students

Work for self-isolating students is set on the [Satchel](#) website. It is set under the 'Flexible Task' heading. Where necessary, completed work should be submitted for feedback through the Satchel website or emailed to teachers. Please contact your child's Leader of Learning if you have problems accessing the Satchel website or submitting work. Full instructions for accessing the remote work on the Satchel website and contacting the school's attendance office are included below.

Microsoft Teams

If further restrictions are announced that require more students to study from home, then we would like to provide some Microsoft Teams tutorials to supplement students' work on Satchel. These will follow a similar format to the sessions offered for students during the summer term lockdown. Teams tutorials will also be used to provide exam groups with additional revision during holiday periods. Could you please take a minute to read the guidance attached for students regarding these, especially the behaviour expectations.

The first priority of the school is the safety of our students and staff. We hope that by keeping accurate attendance records and seating plans and by restricting the mixing of students in school, we will be able to keep maintain safety while keeping the school open to all students.

Remote Learning Details for Parents Reporting Students Self Isolating

The initial response to any period of self-isolation or lockdown will be to provide children with home learning materials. Students will access resources and materials from our online learning platform, Satchel One.

<https://www.satchelone.com/login>

Students should log in by selecting the “student” button from the website login, then entering their school username and password. They should then access via the “Sign in with Office 365” button.

If a student has problems accessing the site then they should report this to their Leader of Learning. All communication with teachers should be through the school email system or Satchel.

All parents can also access Satchel using the “parent” button. This will help parents to support children with their studies.

When students access Satchel, the following colour coding of activities will help them to identify which work they need to complete:

- Flexible tasks will be bright pink. These are just for those self-isolating and can be ignored by students in school.
- Normal home learning tasks will mainly be green, orange or aqua.
- Purple tasks are reminders rather than actual tasks.
- Red tasks will only be used if we return to a wider lockdown to provide all students with classwork.

Pupil needs to isolate because someone in their household is symptomatic or tests positive	
Learning provision	Safeguarding/SEND
<p>Teachers will upload work via Satchel, our online learning platform. This can be accessed here: https://www.satchelone.com</p> <p>Students need to enter their school email address and password if accessing from a device at home, then click to sign in with Microsoft 365.</p>	<p>Parents must indicate to school who has taken a test, when and what the result is. Communication is vital. The attendance office will take a log of all correspondence. Call Copleston HS Attendance office: 01473 277266.</p>

<p>Teachers will normally upload work within 24 hours of the lesson on the students' timetable to enable students to follow their normal curriculum. Please note there may be a delay in uploading work in areas of staff absence.</p> <p>The work set will be under the "Flexible task" heading for self-isolating students to access. All required resources and web links will be attached through Satchel, along with instructions for how to submit any required work.</p> <p><i>(N.B. students not isolating and still in school will also be able to see the work set through the "flexible task" icon for their class, but will not need to submit anything extra as they will have completed the lesson in school.)</i></p> <p>Teachers will acknowledge receipt of any work and provide feedback where appropriate, or follow up when the student returns to school.</p> <p>If a child does not engage with remote learning, a member of staff, usually the Leader of Learning, will call parents to discuss obstacles and offer support.</p>	<p>If child is vulnerable in any way, the DSL will ensure that appropriate agencies are notified and arrange for regular safe and wellbeing checks via a phone call from the DSL (record on chronology).</p>
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Concluding Remarks

I understand that this continues to be a difficult time for some families and the decision of the government to cancel Free School Meals in the half-term break has caused much national debate. As you are aware, at Copleston High School we believe in doing everything we possibly can to support families in need and I would ask that if any family is facing a crisis situation this half-term that they contact me directly at the school via mail@copleston.suffolk.sch.uk.

I would also like to sign-post the a restaurant in Ipswich (@twenty5) who are providing a free meal to any child of school age this half term. You can read about this incredibly generous gesture in the Ipswich Star article in the link below.

<https://www.ipswichstar.co.uk/news/the-grill-at-twenty5-in-ipswich-to-offer-free-school-meals-1-6896047>

Finally, I would also like to mention the excellent charity FIND who do so much to help families across the town. A link to the organisation can be accessed below.

<https://www.findipswich.org.uk/>

I hope that you all have a restful half-term break and I would like to take the opportunity to thank you for all that you continue to do in support of the school.

With my very best wishes

Mr AB Green

Principal