



# HENLEY-IN-ARDEN SCHOOL

*Achieving Excellence Together*

Acting Headteacher Mr Mark Wilson

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Dear Parents/Carers

In these unprecedented times we have learned that preparation is key. There is at this moment in time, no immediate concern that any year group closures are on the way; however, I feel it is very important we are prepared for any unexpected event that may arise. To this end, can we appeal to you to refrain from sending your child to school if they have any of the three Covid symptoms:

- A high temperature
- A new, continuous cough – this means coughing a lot, for more than an hour, or 3 or more coughing episodes in 24 hours
- A loss or change to sense of smell or taste – this means they cannot smell or taste anything, or things smell or taste different to normal.

If your child has Covid symptoms you should seek a test and only return your child to school if their test comes back negative or until your child's 14 day self-isolation period is complete. In following the guidance, we can ensure, to the best of our ability, that the school remains open and disruption is kept to a minimum. Whilst your child is self-isolating you must ensure that they are kept away from other members of the community to stop the spread of the virus.

In this letter I will try to address the potential situations that could occur, and our likely response. Any closure, whether for a cohort of students, a year group, or in a larger capacity, will be done in collaboration with Public Health England (PHE) and the Arden Multi Academy Trust.

In making any decisions we will explore all options, understanding that emotions and concern for pupil absence are high at this time.

As always, we hope for the best and plan for the worst. To help us with this, please ensure your child writes down their username and passwords for their Henley login and other associated apps should they require distance learning.

## **PUPILS ISOLATING - AWAITING A TEST RESULT**

Work will be made available by the teachers for the 14 days' students will be asked to self-isolate for. Subjects may do this weekly, but you will be informed of the expectation. All Students will need to log into Microsoft Teams each day to see their work set. All students have been trained in the use of Microsoft Teams. However, technical support can be obtained by emailing: [itsupport@henleyschool.com](mailto:itsupport@henleyschool.com)

Work, where not submitted online, should be returned in a folder by students on their return.



## **PUPIL TESTING POSITIVE FOR COVID-19**

If a student tests positive for Covid-19, and it is likely your child has been in close contact with them, we will inform you and ask that your child self-isolates for 14 days, following the NHS guidance.

Where possible we will limit this to the contact group only, but if we are unable to do so, the entire year group bubble may be asked to self-isolate for 14 days.

Remote teaching and learning, pastoral care and welfare provision, as well as possible co-curricular activities, will be in place for this period.

Students must register with their tutor by 12 noon daily.

Students will be expected to attend their normal lessons at the timetabled time and teachers will be available via Teams only for this hour. Staff will plan lessons such that feedback and support is available as per a normal lesson. Students should only contact teachers during this lesson time and via Microsoft teams. Homework may also be set via the normal Show My Homework forum.

## **FULL SCHOOL CLOSURE**

In the very unlikely circumstance that there is a full school closure, we will operate online learning for all year groups as follows:

All students must have emailed their Tutor by 12 noon daily.

**Year 7 and 8** will receive a minimum of **one** live lesson for core subjects (English, Maths and Science) weekly and a varied remittance of other subject lessons. Live lessons will be via Microsoft Teams. Additional activities will also be available on Show My Homework daily. (Including additional provision for core subjects).

**Year 9, 10 and 11** will receive a full timetable of Live lessons via Microsoft teams. All feedback will be during the lesson via Microsoft teams.

Pastoral Care will remain active at all times and you can utilise this support via:

[Tutor name@henleyschool.com](mailto:Tutor name@henleyschool.com)  
[reportbullying@henleyschool.com](mailto:reportbullying@henleyschool.com)  
[worries@henleyschool.com](mailto:worries@henleyschool.com)  
[pastoralteam@henleyschool.com](mailto:pastoralteam@henleyschool.com)  
[covid@henleyschool.com](mailto:covid@henleyschool.com)

Please bear with us, this is a very steep learning curve and therefore as things change we are trying to get this right in the interests of all of the people in our community.

Thanks so much for all of the positive messages and public support we have received to date, it really is such a boost.

Should you have any concerns, please do not hesitate to get in touch and we will do our best to alleviate these.

Yours sincerely



Nikki Thompson  
DHT Pastoral/Progress