

Dear Parent

You have been sent this Covid tool kit because your child may be asked to self-isolate at some point during the coronavirus pandemic. The tool kit covers the following important information to support you and your child during a self-isolation period.

➤ **A copy of this toolkit is located on the school website for quick access**

<http://www.eaton.norfolk.sch.uk/>

1. Rationale for self-isolation
2. School communication if self-isolation is required
3. Time scales for self-isolation
4. Government guidance for self-isolating
5. Learning at Home
6. Access to IT
7. Free School Meals
8. Well-being and SEN support
9. Return to school

Rationale for self-isolation

When school gets a confirmed positive covid test result from a pupil or member of staff, leaders will undertake a detailed risk assessment with the DFE which will include contact tracing. This establishes those people at school who have been in close contact with the infected person.

To minimise the number of close contacts in the school, we have isolated classes and adhere wherever possible to social distancing between adults. Due to the demands of working in a primary school, staff are sometimes deployed either across the school or sometimes have to work closer with each other if they are in the same class or year group.

Once contacts have been established they are requested to self-isolate. This will usually include closing an entire class of pupils and will also affect staff who have been in close contact with an infected person.

These measures are in place to stop the infection spreading further in the school. We understand that a request for a pupil to self-isolate can be disruptive for the family and upsetting.

School communication if self-isolation is required

Our aim is to contact all affected parents as soon as possible after we have received information about a Covid infection.

Parent Covid Tool Kit – Self-Isolation Procedures

- **Parents / Carers of these pupils will be contacted via text messaging** to alert you to the situation and for you to prepare contingency plans. We will follow up this initial message with more detailed information from the DFE by email if necessary.
- **Please ensure the school is aware of your current mobile phone contact information.**

You might be contacted at the following times:

- Before the start of school day: we will contact you to request that your child stays at home with immediate effect and for the duration of the self-isolation period.
- During the school day: we will isolate the class and contact you to collect your child as soon as possible and for your child to remain at home for the duration of the self-isolation period.
- After the school day: we will contact you to request that your child does not attend school the next day and for the duration of the self-isolation period.
- During the weekend: we will contact you to request that your child does not attend school on the following Monday and for the duration of the self-isolation period.

Time scales for self-isolation

- **We will tell you the date when your child can return to school after the period of self-isolation.**

The period of self-isolation is determined from the last contact with the infected person and will run for 14 days.

- **If no one in your household is symptomatic, only your child is required to self-isolate. All other householders can adhere to the local or national measures in place.**

If anyone develops symptoms in your household, they should isolate for 10 days from when they first become symptomatic and get a covid test. All other householders should now self-isolate for 14 days. Please contact the school to update us if you have symptoms and to tell us your test results.

Government guidance

<https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person>

Learning at Home

The DFE and the school expects that every child who is self-isolating continues with their learning whilst at home.

Children are expected to complete each day, the same hours of learning that they would at school, approximately 5 hours.

Parent Covid Tool Kit – Self-Isolation Procedures

The school will use the online learning platform Seesaw to provide daily lessons for your child in maths, English and other subjects during the self-isolation period.

Your child will bring home a Remote Learning Journal to use at home which contains the logon passwords for Seesaw and other resources.

All learning for the day will be posted by 8:30am

Our teachers will mark and give online feedback to your child's work each day. It is important therefore that your child uploads their work daily to their teacher using Seesaw.

- **Follow this online tutorial to logon to Seesaw and to learn how to use it to access your daily learning:**

<https://www.youtube.com/watch?v=g5jG9VoROFs>

If you need support with using Seesaw, please contact the school office.

Access to IT

- **If your child cannot access the internet via a computer or tablet to engage with our online teaching, you should contact the school NOW, so that we can arrange a loan of equipment for the duration of a self-isolation period. All equipment should be returned to school in the condition you received it.**

Free School Meals

If you have previously applied for free school meals (not infant universal FSM), and need support during the self-isolation period, please contact the school office.

SEN and well-being support

If your child is on the SEN register and you need the support of the school during the self-isolation period, please contact the school office. School leaders will monitor all home learning posts so that we can support teachers, pupils and parents with home learning.

If you need the support of the wellbeing team during the self-isolation period or you have a safeguarding concern, you should contact the school office immediately and ask to speak with a designated safeguard leader (DSL) if it is a safeguarding issue.

Return to school

- **You will be told your child's return to school date in the initial text message sent by the school.**

During the self-isolation period absence will be authorised. Please inform the school immediately if your child develops symptoms of coronavirus as they will need to extend

Parent Covid Tool Kit – Self-Isolation Procedures

their self-isolation for a further 10 days from the onset of symptoms and should be tested. Please update us on the test results as well.

If you have been loaned school IT equipment, you will need to return it to school on the first day back.

Useful contacts:

School office: 01603 502 454

Office email: office@eaton.norfolk.sch.uk

School website: www.eaton.norfolk.sch.uk

Designated Safeguard Lead: Kate Estlea

SENCO: Louise Goodson