

21 September 2020

Dear Parents/Carers

Thank you for your help and support whilst we started the new academic year, especially during the induction process. We are very grateful for the way in which you made sure that your child arrived at school at the correct time, helped to explain the importance of using good hygiene routines and supported us as we set up the new lunch time catering arrangements. We were delighted to see how everyone made such a positive return to the academy and made good progress in their learning.

At the time of writing this letter the levels of COVID-19 in the Bristol/South Gloucestershire area are:

	Bristol	South Gloucestershire
No. cases per 100,000 in the latest week (8 Sep – 14 Sep) <i>(The average area in England had 16)</i>	11	12
No. cases in the latest week (8 Sep – 14 Sep)	51	35
Compared with the previous week	-33	-2
Total Cases to 17 Sep	1,668	930

Source: <https://www.bbc.co.uk/news/uk-51768274>

Although the number of confirmed cases are below the national average, we must not be complacent and ask that if your child has any of the COVID-19 symptoms (persistent cough, temperature and lack of taste or smell) please keep them away from school, call King's Oak Academy (01179 927 127) to report their absence and book a test.

You might also be aware that there has been some disruption to the normal running of schools because students or staff have been required to self-isolate following an individual/group showing symptoms of COVID-19 or confirmation of a positive case. With this in mind, I want to offer you some information about how we will support you and your child in the event that there is disruption to on-site provision at King's Oak. I hope that you will find this information useful and reassuring that we are continuing to do everything in our power to ensure that your child is kept safe, able to make progress in their learning and receive appropriate pastoral care.

This information pack contains:

1. **A parent guide to COVID-19 symptoms**
2. **An outline of what to expect if your child is learning from home for periods of time**
3. **An outline of the expected communication plan in the event that there is disruption to on-site provision.**
4. **A parent information request link - press control and [click here](#) - please complete the survey by Thursday 24th September 2020). This survey is designed to ensure that we have accurate information on the following:**
 - a. Student access to IT devices and the internet at home
 - b. Key worker status for each family
 - c. Expected travel arrangements if your child's bubble is closed during the academy day
5. **A KOA step-by-step Youtube tutorial that explains how to access Insight & Teams Virtual lessons / events:** Click the following link: <https://youtu.be/I5W7TiSI7Iw>

WORK HARD BE KIND

ASSOCIATE PRINCIPAL: MISS K OGDEN CEO: MR STEVE TAYLOR | BROOK ROAD, KINGSWOOD, BRISTOL BS15 4JT
TEL: 0117 9927127 EMAIL: KOA.PRINCIPAL@CLF.UK | WWW.KINGSOAKACADEMY.ORG.UK



Covid-19: A quick reference guide for parents

Thank you for your on-going support, if you have any questions about what we are doing to ensure that we all stay safe and supporting students who are in learning in school or from home please do contact your child's class/form teacher or email koa.office@clf.uk.

Kind regards

A handwritten signature in black ink that reads "K. Ogden".

Katherine Ogden

Associate Principal

Covid-19: A quick reference guide for parents

Parent guide to child COVID-19 related absence		
What do I do if...	Action Needed	Return to school...
My child has Covid-19 symptoms : <ul style="list-style-type: none"> • new continuous cough and/or • high temperature and/or • a loss of, or change in, normal sense of taste or smell (anosmia) 	<ul style="list-style-type: none"> • Do Not Come to school • Self-isolate the child for 10 days, check guidance: https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/ • Get a test for the child displaying symptoms • Inform the school about illness and test outcome 	If test result is negative and your child is feeling better. Or The isolation period for them has ended
My child has tested positive for Covid-19	<ul style="list-style-type: none"> • Do Not Come to school • Self-isolate the whole household for 14 days • Inform the school as soon as possible • The class bubble will be closed <p>Please note you will be contacted by NHS Test and Trace who will provide advice</p>	If your child feels better then can return once the 10 day isolation period for them has ended
My child tested negative for Covid-19	<ul style="list-style-type: none"> • Contact the school to discuss return 	If your child feels well enough
My child is ill with symptoms not linked to Covid-19 e.g. <ul style="list-style-type: none"> • Sickness • Diarrhoea • Runny nose 	<ul style="list-style-type: none"> • Follow the usual absence procedure 	When your child feels well enough And/or 48hrs has passed since last bout of sickness or diarrhoea (if this is the cause of absence)
Someone in my household has Covid-19 symptoms	<ul style="list-style-type: none"> • Do Not Come to school • Self-isolate the whole household for 14 days • Get a test for the family member displaying symptoms • Inform the school about illness and test outcome 	If test result is negative Or If the test is positive the isolation period (14 days) has ended
Someone in my household has tested positive for Covid-19	<ul style="list-style-type: none"> • Do Not Come to school • Self-isolate the whole household for 14 days • Inform the school 	When the isolation period (14 days) has ended
NHS test and trace has identified my child as a close contact of a confirmed case of Covid - 19	<ul style="list-style-type: none"> • Do Not Come to school • Inform the school 	When the isolation period (14 days) has ended
NHS test and trace has identified a member of our household as a close contact of a confirmed case of Covid - 19	<ul style="list-style-type: none"> • Inform the school • Contacted member of the household does not come to the school site 	Child attends school as normal
We have returned from travel and must quarantine	<ul style="list-style-type: none"> • Do Not Come to school • Whole family must isolate for 14 days 	When the isolation period (14 days) has ended
We have received medical advice that my child must resume shielding	<ul style="list-style-type: none"> • Do not come to school • Follow medical advice • Inform school 	When medical advice allows
My child's bubble is closed due to a confirmed case	<ul style="list-style-type: none"> • Do not come to school for any reason • Isolate for 14 days • Only get a test if your child develops symptoms • The rest of the household can act as normal 	When school confirms the return date
One of my children's class is closed due to a confirmed case	<ul style="list-style-type: none"> • The child in the closed class must isolate for 14 days and not come to school. • Siblings in other open classes must attend school as normal. 	When the isolation period (14 days) has ended

Acorn Blended Learning Outline

Rationale: Once a child is required to learn from home due to COVID-19 related disruption to on-site provision, KOA will need to provide learning opportunities that can take place at home. This does not extend to other illnesses such as absence due to colds, sickness and diarrhoea. The following sets out our approach in different circumstances

Scenario	When it might happen?	What to expect
1. Emergency remote teaching of individuals or group (1 – 2 days)	When children are self-isolating with symptoms themselves or with a family member and are awaiting the results of a test or at the beginning of a bubble closure.	Once you have reported your child's absence is related to covid-19 the office team will send you an emergency learning pack for the first 2 days of learning. Please advise us if your child is too poorly to learn from home. This will include: <ul style="list-style-type: none"> - Maths fluency/ mathematical thinking - Phonics/ spelling - Reading - Writing - Physical activity - Well-being ideas <p>This will be in the form of a one-page guidance document and related sheets which includes what to do and any website links.</p>
2. Emergency onsite teaching (1 – 2 days)	When the teacher is sent home awaiting the results of a covid test.	The class partner teacher will lead learning for the cohort and teaching partners will support them.
3. Remote learning - individual child (10 – 14 days)	When your child or someone in their household has to self-isolate following a positive test or has symptoms and cannot get tested or a 'track and trace' text is received relating to them (not involving bubble closure)	The class teacher will send home learning that relates to what is happening in class via Seesaw or a paper pack (for families with no technology or internet) This may also include recorded lessons being sent home where appropriate.
4. Medium term onsite disruption to teaching (10 – 14 days)	When a teacher is self-isolating due to a positive test, family isolating or track and trace.	If the teacher is well enough to work, they will prepare lessons from home to be delivered by the onsite teaching team. Cover will be arranged using senior leadership, higher level teaching partners & teaching partners.
5. Remote teaching – whole bubble (10 – 14 days)	When the bubble has to close due to confirmed cases or due to staff absence. Or If the whole school closes due to local lockdown/ multiple cases in the academy	Home learning will be provided through Seesaw. This will be planned and delivered by the class teacher (providing they are not ill) and by the partner teacher if necessary. Paper packs sent to those families who need them due to barriers with technology. This may include 'live lessons' via Microsoft Teams – instructions about this will follow.

Covid-19: A quick reference guide for parents

Secondary Blended Learning Outline

Rationale: Once a child is required to learn from home due to COVID-19 related disruption to on-site provision, KOA will need to provide learning opportunities that can take place at home. This does not extend to other illnesses such as absence due to colds, sickness and diarrhoea. The following sets out our approach in different circumstances

Scenario	When it might happen?	What to expect
1. Emergency remote teaching of individuals or group (1 – 2 days)	When children are self-isolating with symptoms and are awaiting the results of a test or at the beginning of a bubble closure.	<p>Pre-prepared learning packs will be provided for each subject. The work will be linked to your child's curriculum but the activities might not link directly to their current lesson programme.</p> <p>For students that do not have ICT access at home this will be shared in a paper based booklet format.</p> <p>For students that have access to ICT, the learning pack will be sent through Insight.</p>
2. Emergency onsite teaching (1 – 2 days)	When the teacher is sent home awaiting the results of a test	Children will continue to be taught on-site however there might be changes to classroom settings (e.g. supply teachers, collapsed year group classes, virtual lessons)
3. Remote learning - individual child (10 – 14 days)	A child has to self-isolate following a positive test in their household (not involving bubble closure)	<p>After the initial 2 day work pack outlined in scenario 1, your child will be sent learning activities via Insight.</p> <p>Class teachers will set home learning in 1 week blocks and the activities will follow the 'in school learning' as closely as possible.</p> <p>Children will be expected to email completed work to their class teacher for feedback. <i>*Please ensure that your child only uses their KOA email address to contact teachers</i></p>
4. Remote teaching – whole bubble (10 – 14 days)	When the bubble has to close due to confirmed cases or due to staff absence.	<p>After the initial 2 day work pack outlined in scenario 1, your child will be sent learning activities via Insight.</p> <p>Class teachers will set home learning in 1 week blocks and the activities will follow the 'in school learning' as closely as possible.</p> <p>Children will be expected to email completed work to their class teacher for feedback. <i>*Please ensure that your child only uses their KOA email address to contact teachers</i></p>
5. Remote teaching - whole school (10 - 14 days and beyond)	If the whole school closes due to local lockdown / multiple cases in the academy	<p>Home learning will be provided through Insight. This will be planned and delivered by the class teacher (providing they are not ill) and by the Head of Department if needed.</p> <p>Paper packs sent to those families who need them due to barriers with technology. This may include 'live lessons' via Microsoft Teams – instructions about this will follow.</p>

Covid-19: A quick reference guide for parents

Expected communication plan in the event of disruption to on-site provision following a confirmed COVID-19 case / outbreak

