



Miss H Clark
Headteacher

Dear Parents and Carers,

As we are now well settled into the new school year I would like to take this opportunity to outline our contingency planning for you in the event of a positive case of COVID-19.

In the event of a positive COVID-19 case at school, the DfE and Public Health England are contacted and they advise upon necessary actions. Those who have been in close contact with a positive case are usually asked to self-isolate for 14 days, which would mean that any pupils affected would remain at home. We will advise you if at any point, we have a positive case, and what actions are required.

The Department for Education have laid clear their expectations upon schools to be able to switch from class based learning to remote learning should school need to close at any time. In order to achieve this we have been working very hard in school to set up robust systems that can be used to deliver remote learning for all pupils.

It is our intention that should a whole class bubble or indeed school need to close for any period then remote learning would be provided for all pupils. Work set would mirror that of the usual school curriculum. Remote learning will include a combination of live lessons, pre-recorded videos, assignments to complete and registration sessions. Obviously, at the age that our pupils are many of them will still require support in their learning from you as parents in addition to the online live support from teachers. Please see our attached policy that outlines the expectations placed on staff, pupils and parents.

As you know we already make good use of electronic communication methods in school such as email, Seesaw and Tapestry. These methods of communication will continue and will be used if a small number of pupils are isolating to provide work to be completed at home, provided the children are well enough to engage. If a whole class or the school were to close then EYFS will continue to have activities set on Tapestry but will also receive live lessons via Zoom. Years 1-6 will have all work set and live lessons delivered via Microsoft Teams.

Microsoft Teams has been set up in school for every pupil from Year 1 up to Year 6. All pupils have been provided with a personalised logon and allocated a class. We have been showing the children during curriculum time how to log into their Teams account and how they can access work set and live lessons. We will also be setting some simple tasks to complete for homework in the coming weeks so that the children and you can familiarise yourselves with the platform. I have attached here a help sheet for pupils. Please contact school if you would like any further guidance.

I am sure you can all appreciate how important it is to ensure that the above systems are established and that all children become familiar with their use as soon as possible. We all appreciate your help and support in helping establish this new way of working so that should a closure be required your children's learning can carry on uninterrupted.

Kind Regards
Helen Clark
Headteacher

Westhead Lathom St. James' CE Primary School
School Lane, Westhead, Ormskirk, Lancs., L40 6HL

Tel/Fax. 01695 574078

email. head@wlsj.lancs.sch.uk

web. www.wlsj.lancs.sch.uk

