

EEMSept2020/Closure/jf

16 November 2020

Dear Parent / Carer

Advice for Child to Self-Isolate for 14 days

We have been made aware this morning of one more positive case in Year 9 of Coronavirus (Covid-19) at the Link Academy. We have a significant number of Year 9 learners already self-isolating and also a number of staff absences, therefore, we have taken the difficult decision following advice from Public Health England for the Year 9 learners to work at home from Tuesday 17 November. Learners will return to school on **Monday 30 November 2020**.

Attached is a guide for accessing distance learning. As we have had to close the Year 9 bubble your child will need to access Microsoft TEAMS.

We have followed the national guidance and, following a risk assessment, we have made this difficult decision. We are asking your child to do this to reduce the further spread of Coronavirus (Covid-19) to others in the community.

Other members of your household can continue normal activities, provided your child does not develop symptoms within the isolation period. For more information, please see the guidance for contacts of people with confirmed Coronavirus (Covid-19) infection who do not live with the person:

<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>.

What to do if your child develops symptoms of Coronavirus (Covid-19):

Symptoms of Coronavirus (Covid-19) are a new, continuous cough, or a high temperature, or a loss, of or change in their normal sense of taste or smell (anosmia). Anyone with symptoms will be eligible for testing and this can be arranged via <https://www.nhs.uk/ask-for-a-coronavirus-test> or by calling 111. You must also inform the academy if your child tests positive for Covid-19.

For most people, Coronavirus (Covid-19) will be a mild illness.

If your child does develop symptoms, you can seek advice from the nhs.uk website at:

<https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms> or by phoning 111.

How to stop coronavirus (Covid-19) spreading:

There are things you can do to help reduce the risk of you and anyone you live with getting ill with Coronavirus (Covid-19):

- wash your hands with soap and water often – do this for at least 20 seconds;
- use hand sanitiser gel if soap and water are not available;
- wash your hands as soon as you get home;

- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze;
- put used tissues in the bin immediately and wash your hands afterwards.

Further information is available at:

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

Yours faithfully

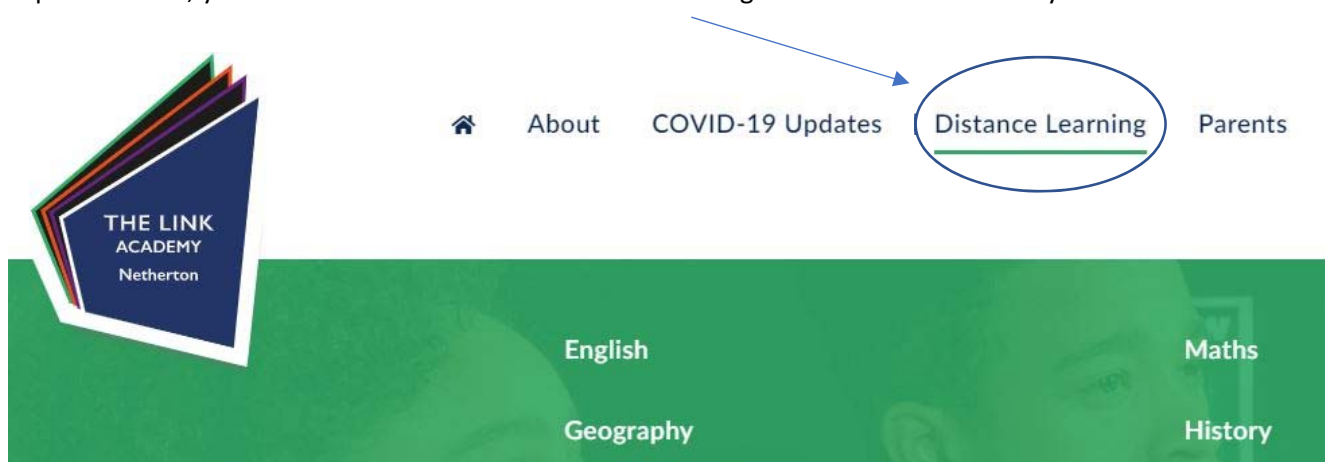
A handwritten signature in purple ink, appearing to read 'E Edwards-Morgan', is written over a horizontal line.

Mrs E Edwards-Morgan
Principal

Distance Learning – Learner Information sheet 16/11/20

What you need to know

We are doing everything we can to help support you during the Covid-19 crisis. Please follow the guidance below relating to online learning. If you are isolating at home due to contact with a positive case, your work is available on the distance learning tab on The Link Academy website.



If you are home due to a year group closure, work will be set on Microsoft TEAMS.

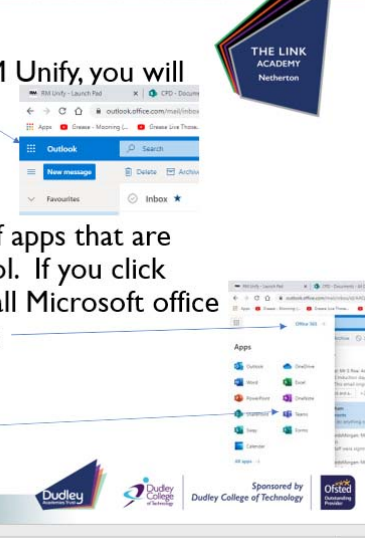
What you need to do to access Microsoft TEAMS




- If you need support with passwords or usernames or have issues with computer access please contact your relevant learning manager or email itsupport@thelinkacademy.org.uk
- To Access an assignment on Teams

Access using RM Unify

- When you access your emails by logging on to RM Unify, you will see 9 square dots in the corner of the page
- Click on these dots and you will see a selection of apps that are available to you to use at home as well as in school. If you click Office 365 when at home, you will be able to install Microsoft office and it will download the app onto your computer.

Or you can just click the TEAMS icon here

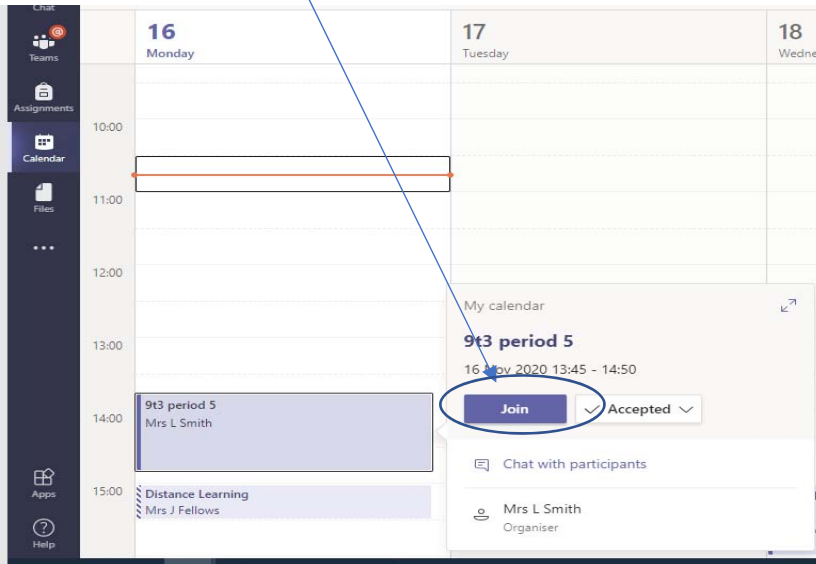


Help Improve Office Notes

- Log on to Teams.
- Click on the class name you wish to access work for.
- Read the posts thread to see what work has been set or click on the assignments tab from the top.

- Click an assignment and follow the instructions.
- Remember to hand in the assignment when done.
- Some teachers will be inviting you to a 'live lesson' (this may not be your usual teacher but if you are invited, you need to join the lesson). You will receive an invite to this on your calendar. Click 'join' at the start time of your lesson. Please ensure your camera is off and you are muted.



We are expecting:

- Where possible, follow the structure of your 'normal' timetable, e.g. if you have Maths period 1 on a Monday, complete your maths work during this time. This will allow you to have some structure to your day, engage with a range of different lessons and stay on track with learners that are in school.
- Complete the consolidation task that has been set by your teacher. This may be a quiz, a link to another platform, such as Hegarty Maths, or a written question that may need responding to on Teams. Instructions on the task required will be set a member of teaching staff.
- Teachers will assess your levels of engagement weekly and report this using a 0 – 5 scale. 0 being no engagement and 1 – 5 relating to the effort scores outlined in your learner planner on page 16 – 17.