BIDDULPH HIGH SCHOOL

Potteries Educational Trust

Reporting Covid-19 Related Absences	**REPORTING AN ABSENCE – WHAT TO DO**

REPORTING AN ABSENCE – WHAT TO DO

- On first contact with the School, you will be asked a series of questions. This will allow us to provide the correct guidance and support as well as signpost any queries to the Head of Year.

- Whilst self-isolating, students should access online work and lessons via TEAMS, as long as they are well enough. All students have their login details and know how to access TEAMS.

- Students can access online work with a laptop/mobile phone/tablet/iPad.

REPORTING AN ABSENCE BY LEAVING AN ANSWER MACHINE MESSAGE - Tel: 01782 523977

- State reason for absence - all Covid-19 absence reasons are provided below.

- How long period of self-isolation is for and date of return, if known.

- If you need a call back to discuss any queries regarding online learning.

REPORTING AN ABSENCE USING THE COVID-19 ABSENCE EMAIL - Email: CovidAbsence@biddulphhigh.co.uk

- Repeat above steps in your email.

- If you receive a positive test result, you must email evidence of this to school via this address.

- Please keep in touch with how your situation is via this email (this is outlined in the guidance below).

You will receive an automatic reply with links to the following information should you require it:
- This document
- School website
- A parent guide to students online learning via TEAMS

What is the concern	What to do (in all cases you must contact the school)	When to return to school	Coding for registers *(Admin use only)*
My child has symptoms of Covid-19	• Do not come to school • You **must** arrange a test • Inform school about the test result via the Covid-19 absence email and date of return	• When the test result comes back negative *For a positive test, see below.*	9
My child has a positive Covid-19 test	• Do not come to school • Email Covid-19 absence on day 5 to let us know how your child is • Self-isolate for a minimum of 10 days	• After 10 days if they feel better • If students have loss of taste or smell, they can return after 10 days if they feel well enough	0
Someone in my household has symptoms of Covid-19	• Do not come into school. • Contact school • The person who is unwell must get a test • Inform school of the result via the Covid-19 absence email address	• Only return to school if the test comes back negative *For a positive test, see below*	9
Someone in my household has had a positive Covid-19 test	• Do not come into school. • Contact school • Self-isolate for 14 days • Contact school on day 5 via the Covid-19 email address to let us know how your child is	• After 14 days	8
NHS Track & Trace identify my child as having been in contact with someone with Covid-19	• Do not come into school • Self-isolate for 14 days • Contact school on day 5 via the Covid-19 email address to let us know how your child is	• After 14 days	8
My child has travelled abroad and has been told to quarantine	• Do not come into school • Self-isolate for 14 days • Contact school on day 5 via the Covid-19 email address to let us know how your child is	• After 14 days	9
My child has been advised to resume shielding	• Do not come into school • Liaise with school for appropriate support for home learning • Make contact with a designated member of staff as arranged	• When told to do so by a medical professional or government letter	9

Remote learning during self-isolation - only to be completed if your child is well enough to do so

EXPECTATIONS ON STUDENTS:

Day 1
- Access the remote learning link on the school's website and complete self-directed online learning via the platforms MathsWatch or Seneca until your subject's resources have been uploaded to TEAMS for that day. Some subjects will provide work in advance so it is important that students check TEAMS in the first instance.

Subsequent days until return to school
- Log in to Microsoft TEAMS to complete the activities and view posts of resources for each subject.
- Complete all set work, communicate with teachers where necessary and, if requested, hand in work on Microsoft TEAMS or via email.

Parents are expected to:
- Encourage and support their child to work, including finding an appropriate place to work, checking that set work is completed and submitted.

If a student has any concerns about the work they are completing, they must email their subject teacher. If they have no facility to email, please contact the School for support.

Online learning requires internet access and one of the following:
- Laptop/PC
- Tablet/IPad/Kindle
- Mobile Phone

Please let us know if your child cannot access one of the above as we may be able to provide assistance.

Please note, this is an addendum to our attendance policy. For absences not pertaining to Covid-19, please refer to our usual attendance procedures which can be found on the school website.

Please click on the following links for full government guidance:

1. https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2020-to-2021-academic-year
2. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection