



4<sup>th</sup> November 2020

Dear Parents and Carers

We hope that you are well and managing to cope with these ongoing 'unprecedented' times, including the prospect of a second national 'lockdown' beginning on Thursday 5<sup>th</sup> November. As you are aware, schools will be remaining open this time for all students and we are very pleased that the education of our students will continue. We would like to thank you for your support of everything that the school offers and for working in active partnership with us, including in relation to notifying the school if there are any matters related to the Covid-19 virus.

Please do continue to send your child into school throughout this period and beyond. We recognise that some families may be anxious to do this. However, we hope that you will continue to trust that the school has put in place safety measures to keep everyone in the school community safe. This includes strict hand washing and sanitising protocols as well as the compulsory wearing of facial coverings in all communal areas (unless your child is exempt for medical reasons).

I know that you will also join me in thanking the teachers and support staff at Sydenham School for keeping the school open and providing your child with both quality direct teaching and the opportunity to be with their friends and peers. This is not insignificant and we are very aware that the next month may well present a number of complications for some colleagues, who will need to juggle work and caring responsibilities for those that they look after in their families.

As a school, we remain committed to ensuring that Sydenham students are well cared for and able to thrive in all respects. We are very grateful to those families who regularly write to say a big 'thank you' to staff at the school for all that they do. Such positive feedback is always welcome, and makes a huge difference in such difficult times.

We hope that you find the contents of this letter helpful. We are sending this letter out on what we anticipate will be the eve of the second national 'lockdown' this year. You should expect to receive a letter from the school every Monday thereafter during the next month. During this period there will be no SYD newsletter.

In this letter there is information about the following:

1. What to do if your child has Covid symptoms
2. Steps you should take if your child receives a positive Covid-test



3. The school response if there is a positive Covid-case
4. Behaviour protocols and expectations around the site
5. Face coverings and sanitiser
6. Parents and carers visiting the school site
7. Hardship linked to Covid
8. Attendance at school and punctuality
9. Ensuring your child is prepared for remote learning contingency plans and passwords
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### **What to do if your child has Covid-19 symptoms**

If your child develops symptoms of Covid-19, they should remain at home for at least 10 days from the date when their symptoms appeared. Anyone with symptoms will be eligible for testing and this should be arranged via <https://www.nhs.uk/ask-for-a-coronavirus-test> or by calling 119.

All other household members who remain well must stay at home and not leave the house for 14 days. This includes anyone in your 'Support Bubble'.

Further information is available at: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

The 14-day period starts from the day when the first person in the house became ill. Household members should not go to work, school or public areas and exercise should be taken within the home.

If you require help with buying groceries, other shopping or picking up medication, or walking a dog, you should ask friends or family. Alternatively, you can order your shopping online and medication by phone or online.

Household members staying at home for 14 days will greatly reduce the overall amount of infection the household could pass on to others in the community.

### *Symptoms*

The most common symptoms of Covid-19 are a recent onset of:

- new continuous cough and/or
- high temperature and/or



- a loss of, or change in, normal sense of taste or smell (anosmia)

*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/>. If you are concerned about your child's symptoms, or they are worsening you can seek advice from NHS 111 at <https://111.nhs.uk/> or by phoning 111.

### **Steps you should take if your child receives a positive Covid-19 test**

If your child receives a positive Covid test result, it is essential that we are informed immediately, even if this is at the weekend. You should do this in the following ways:

1. Between 8am and 5pm Monday to Friday please telephone the school Reception and inform them of the situation and ask to speak with a member of the Senior Leadership Team
2. From 5pm to 8am or over the weekend, please email [covid@sydenham.lewisham.sch.uk](mailto:covid@sydenham.lewisham.sch.uk) with a copy of the positive result and a contact telephone number. Please copy in Ms Wijnberg ([e.wijnberg@sydenham.lewisham.sch.uk](mailto:e.wijnberg@sydenham.lewisham.sch.uk)) and Ms Gostling ([d.gostling@sydenham.lewisham.sch.uk](mailto:d.gostling@sydenham.lewisham.sch.uk)) to your email.

Your child will then be asked to self-isolate for 10 days from the first day that they presented with symptoms or for 10 days from the day of the test result if they were asymptomatic. All household members should self-isolate for 14 days from the first day that the child presented with symptoms or for 14 days from the test result if they were asymptomatic.

### **The school response if there is a positive Covid-case**

When we are informed of a positive case, the first step that we take is to identify which students and staff have been in contact with the person who is the confirmed case, either on the first day of symptoms or during the previous two days.

Contact definitions:

- **Direct close contacts:** Direct face to face-to-face contact with a case for any length of time, including being coughed on or talked to. This will also include exposure within 1 metre for 1 minute or longer



- **Proximity contacts:** Extended close contact (within 1-2m for more than 15 minutes) with a case.

The list of contacts will be sent home to isolate for 14 days.

Parents and carers will receive a letter via email, detailing the exact dates that their child needs to self-isolate for and another letter providing remote learning details. Even if these contacts are tested during the 14 days and the result is negative, they will still need to isolate as they may not have reached the viral load threshold required to signal a positive test.

In order to prevent the rest of the school community from being overloaded with emails, we will no longer be contacting you to inform you that there has been a positive Covid-case in the school, unless this directly affects your child.

### **Behaviour protocols and expectations around the site**

It is obviously essential that the whole school community continues to work together to reduce the risk of transmission of Covid-19. It is only by doing this that we will maximise the chances of as many students being able to be in school for as much time as possible over the coming months. We have been very impressed with how our students have adapted to the changes we've had in place from September.

We'd be very grateful if you could re-emphasise the importance of this collective community effort with your child. The following arrangements are ones that are the most vital:

1. It is now mandatory for face coverings to be worn in all communal areas in London schools (eg. the corridors and dining areas). These must be worn correctly over the mouth and nose. Students who are exempt from wearing face coverings should ensure they wear the yellow badge provided by the school.
2. Students will continue to line up in silence at the start of the day and end of each break. By doing this swiftly it increases the speed with which students can get to lessons and helps to maintain year group bubbles.
3. Students should walk in single file, be forward facing and in silence on the corridors. This is so that we reduce the risk of aerosol transmission on the corridors.
4. Students must remain in their year group zone throughout their social time.
5. Students should sanitise before entering and leaving their lessons.
6. Students should not touch other students in any way.
7. Students should maintain a 2m distance from adults in the school wherever possible to reduce the chances of any of our staff needing to self-isolate as a proximity or direct close contact.



8. Students must always remain in their seat in the seating plan so that we can accurately identify direct close contacts and proximity contacts.
9. Students should always face forwards towards the dividers in the dining halls to ensure that the risk of aerosol transmission is reduced.

### **Face coverings and sanitiser**

The collective organisation shown by everyone in the school to ensure that we all have a face covering with us each day has been very impressive. We are enormously appreciative to all families who have provided their child with face coverings and sanitiser. You may be aware that since September, schools have been required to meet all the additional costs of Covid from their normal budgets (this has included the cost of sanitiser, masks, additional supply teachers, our two marquees and the additional cleaning). Continuing to provide your child with a face covering and sanitiser is a small step to helping with our budget.

We will, of course, continue to provide sanitiser at each morning line up, in each classroom and around school. If you need support with providing your child with a face covering, please do not hesitate to contact the school so that we can help.

### **Parents and carers visiting the school site**

To limit the risk of transmission, we will continue to conduct all meetings with families remotely wherever possible. Please note that during the lock down period, parents and carers should only come onto the site with prior agreement of the school. We will write to Year 9 parents tomorrow with details of our online Year 9 Parents' Evening, which will take place of Wednesday November 18<sup>th</sup>. Thank you, in advance, for your understanding in relation to your presence on site.

### **Hardship linked to Covid**

We are acutely aware of the challenges that Covid is presenting to families whose employment has been affected by the pandemic. If you have concerns about family hardship please do not hesitate to contact your child's Year Learning Coordinator so that we can work out how we can support you further.

### **Attendance at school and punctuality**

Attendance at school for all students who are not self-isolating continues to be compulsory. Attendance is at the heart of educational achievement and central to the wellbeing of our students at Sydenham. It is essential that all students attend school every day and on time for their year group. If students are late to school they will receive a late detention after school on the same day. The school Attendance and Punctuality Policy can be found on the website





at [this link](#). The Covid Addendum to the Policy can be found on the website at [this link](#). If you have any queries regarding attendance or punctuality to school please contact Ms Skinner, Attendance and Welfare Co-ordinator: [j.skinner@sydenham.lewisham.sch.uk](mailto:j.skinner@sydenham.lewisham.sch.uk)

### **Ensuring your child is prepared for remote learning contingency plans and passwords**

Remote learning will be provided for all students who are required to self-isolate because of a positive case in school. This is based on a blended approach to remote learning. Lessons will be planned and delivered using a combination of 'Live' lessons via Teams alongside work set on Teams for students to complete independently via narrated PowerPoint, written activities and quizzes. All remote learning will be set on Teams and students will also receive instructions on Show My Homework.

If your child is asked to self-isolate because of a positive case, they should log into their Microsoft 365 account using their school email, and also check their Show My Homework account which will hold details of the work that is set. The date that live lessons will begin will be communicated in the remote learning letter that will be sent out in the event of your child being asked to self-isolate. They will need to check their Teams calendar for an invite to their live lessons.

All students have been provided with passwords this term. We have amended our system so that any students who have not used their new password can do so remotely rather than on the school site. The Microsoft 365 password should also enable them to access their Show My Homework account.

We would be grateful if your child can check that they are able to log in to their accounts this evening. If they are unable to do this, please email:

[passwordreset@sydenham.lewisham.sch.uk](mailto:passwordreset@sydenham.lewisham.sch.uk)

If your child is self-isolating because they or a household member has Covid-symptoms, or there is a positive case within a household, work will be set individually for your child through Show My Homework.

### **Contact details**

It is now more important than ever that we have the correct contact details for you, and for at least one other person whom we could contact in an emergency. This is vital so that we can contact you if your child has had contact with a positive case, or if your child is showing symptoms of Covid-19 on the school site.

If you need to update your contact details (email or phone number) on our system, please contact [info@sydenham.lewisham.sch.uk](mailto:info@sydenham.lewisham.sch.uk).

### **Extra-curricular**



Our Performing Arts and PE staff have moved mountains to launch our extra-curricular programme this week. It has been a delight to hear our Sports Hall in use again after school and to hear the sound of music echoing down our corridors. It is our intention to continue with this programme unless government guidance, or staffing constraints due to Covid, mean that we have to stop or adapt it. Please strongly encourage your child to participate in at least one activity per week. Our clubs timetable can be found at [this link](#).

We are pleased that individual Music lessons are continuing this term. Please click [here](#) for the most up to date timetables. Please note that we do not issue paper timetables. Your child's music teacher will issue them with a pass to leave lessons. We currently have spaces available on Brass & Violin.

### **Lockdown requirements outside of school**

Please ensure that your child understands their responsibilities under the lockdown measures that will come into effect tomorrow. This includes students not going to their friends' homes after school or at the weekend.

In relation to the journey to and from school this involves:

1. Going straight to school in the morning and not meeting with more than one other student for the journey to school (the only exception is when with siblings).
2. Dispersing immediately outside the school site rather than waiting with or for friends.
3. Going home immediately once they have left school and not meeting with more than one other student for the journey home (the only exception is when with siblings).

### **Uniform and base layers**

Due to the need to maintain well ventilated classrooms, in the colder months base layers of vests and v necked t shirts should be worn. Please note that the PE hoodie should only be worn with the PE kit, and no other hoodies should be worn on site for Years 7-11. If you require assistance with the purchase of uniform or PE kit, please contact Ms Skinner at [j.skinner@sydenham.lewisham.sch.uk](mailto:j.skinner@sydenham.lewisham.sch.uk).

We send all of you the very best wishes for the month ahead. Please do not hesitate to contact your child's tutor if you have any concerns about your child's well-being, so that we can put in place support as soon as possible.

Yours faithfully

*J. Skinner*



# SYDENHAM SCHOOL

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High  
Performance  
Learning

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