



Friday, 17 December 2021

Dear Families

We are very grateful to all parents and carers of students in Years 8-10 who have responded rapidly to our need for remote learning today because of rates of Covid-19 amongst our staff team.

As we draw to the end of the Autumn Term, we are finalising our plans for reopening after Christmas. This letter includes the following information about the arrangements for the start of the Spring Term:

1. The staggered start to on-site learning in January 2022
2. Timings for lateral flow tests for each tutor group
3. The arrangements for live lessons for your child's lessons on the days they are not in school
4. Consent for Lateral Flow Testing
5. Vaccination for students who are aged 12 and over, including booking second doses from December 20<sup>th</sup> 2021
6. Daily testing for contacts of Covid-19.

### 1. The staggered start to on site learning in January

The Spring Term starts for all students on Tuesday January 4<sup>th</sup>. The return to on-site learning will be staggered to accommodate the mass testing that all schools in England have been asked to carry out. This table gives an overview of the days that students will be working remotely from home, their Lateral Flow Test dates and the date they return for on-site lessons. Please note that the families of Sixth Formers have been contacted separately with arrangements:

Date	Year 7	Year 8	Year 9	Year 10	Year 11
Tuesday 4 <sup>th</sup> January	Remote learning	Remote learning	Remote learning	Remote learning	Remote learning P1-3 Lateral Flow Tests P4-6
Wednesday 5 <sup>th</sup> January	Remote learning	Remote learning	Remote learning	Remote learning P1-3 Lateral Flow Tests P4-6	In school
Thursday 6 <sup>th</sup> January	Remote learning	Remote learning P1-3 Lateral Flow Tests P4-6	Lateral Flow Tests P1-3 Remote learning P4-6	In school	In school



Friday 7 <sup>th</sup> January	Lateral Flow Test P1- 3  Remote learning P4-6	In school	In school	In school	In school
-----------------------------------	--	-----------	-----------	-----------	-----------

## 2. Timings for Lateral Flow Tests for each tutor group

Your child should arrive promptly for their Lateral Flow Test at the times outlined below. Students should arrive in full school uniform (a bag is not required) and sign in through the main gate. Students will be on site for approximately 30 minutes before returning straight back home.

### Year 7 – Friday, 7th January 2022

- 7S – 08:40am
- 7Y – 09:00am
- 7D – 09:20am
- 7E – 09:40am
- 7N – 10:00am
- 7H – 10:20am
- 7A – 11:00am
- 7M – 11:20am.

### Year 8 – Thursday, 6th January 2022

- 8S – 11:50am
- 8Y – 12:10pm
- 8D – 12:30pm
- 8E – 1:40pm
- 8N – 2:00pm
- 8H – 2:20pm
- 8A – 2:40pm
- 8M – 3:00pm.

### Year 9 – Thursday, 6th January 2022

- 9S – 8:40am
- 9Y – 9:00am
- 9D – 9:20am
- 9E – 9:40am
- 9N – 10:00am
- 9H – 10:20am
- 9A – 11:00am
- 9M – 11:20am.



## Year 10 – Wednesday, 5th January 2022

- 10S – 11:50am
- 10Y – 12:10pm
- 10D – 12:30pm
- 10E – 1:30pm
- 10N – 1:50pm
- 10H – 2:10pm
- 10A – 2:30pm
- 10M – 2:50pm.

## Year 11 – Tuesday, 4th January 2022

- 11S – 11:00am
- 11Y – 11:20am
- 11D – 11:40am
- 11E – 12:00pm
- 11N – 1:30pm
- 11H – 1:50pm
- 11A – 2:10pm
- 11M – 2:30pm.

Please ensure your child knows their time slot and arrives wearing a face covering unless they are exempt.

Given the apparent high rate of infectiousness of this new variant, we strongly urge students not to socialise with each other on their way to or from school that day, until their lateral test flow results arrive.

### **3. Arrangements for live lessons when your child is not in school**

At the times when students will have remote learning, they will have live lessons via Microsoft Teams. Many of the invites for these lessons have already been sent by teachers and will be appearing in your child's Microsoft 365 school email inbox and Teams. Students should check their school email addresses and their Teams Calendar for the invitations to live lessons.

The lesson timings follow the normal school timetable. All students are expected to attend and participate in all of the live lessons that they have. Teachers will take registers at the start of each lesson.

As you are aware, we are currently experiencing high levels of staff absence due to Covid-19. There is the possibility that this will continue into the New Year. In instances where staff are off work and unable to teach a live lesson, we will email your child with details of alternative arrangements. We appreciate your understanding on this matter.

Please note that each year group will not have live lessons during their half day 'slot' for testing. This is to provide students with travel time to and from school and to ensure that we also have staff available to run the test centre at those times.



We will email students with the details of how to access live lessons. If they are confused please ask them to check their inboxes.

Please do not hesitate to contact your child's tutor in January if you have any questions about this.

#### 4. Consent for testing

If you have already given consent for a previous session of mass testing, you do not need to give consent again. Please complete [this form](#) if:

- You have never given consent for your child for testing at Sydenham School (e.g. they are new to the school since September 2021)
- You have changed your mind since the last time you filled out the form.

If you do not wish your child to be tested, please still fill out the form, but indicate on there that you do not give consent for testing on question 15.

If you have any questions about the lateral flow testing please contact Emer O'Driscoll at [e.odriscoll@sydenham.lewisham.sch.uk](mailto:e.odriscoll@sydenham.lewisham.sch.uk) The video in our [March Newsletter](#) gives an insight into how lateral flow testing operates at Sydenham School. This [letter](#) includes the technical details about the testing and data protection.

#### 5. Vaccination for students who are aged 12 and over

We continue to strongly encourage all families to arrange vaccination for their child if they have not already done so. 12-15 year olds who have not been vaccinated can book an appointment out of school on the [National Booking System](#), and from 20 December those eligible for second doses will be also be able to book. Thank you, in advance, to all families who interrupt their Christmas break to ensure their child has received at least one vaccination, and possibly two, before the return in January.

#### 6. Daily testing for contacts of COVID-19

From 14 December, a new national approach to daily testing for contacts of Covid-19 has been introduced. All adults who are fully vaccinated and children aged 5 to 18 years and 6 months, identified as a contact of someone with COVID-19 – whether Omicron or not – should take a Lateral Flow Test every day for 7 days instead of self-isolating.

If your child or you are notified by Test and Trace that you are a close contact, you are strongly recommended to take a LFD each day for 7 days and report the results through the [online reporting system](#) and to us as a school (please only inform us of positive results over the holiday). If your child tests negative, they can continue to attend school. Outside of school, they should continue to follow [national guidance](#). This approach should be adopted over the Christmas holiday and on return in January.



If your family requires additional test kits over the holiday, these are available through the usual routes: community test sites, local pharmacies or you can [order COVID-19 rapid lateral flow tests online](#).

Finally, we know from January 2020, the national situation with Covid can have a significant impact on our plans and result in the need for last minute changes. We very much hope that there is no need to adjust these plans, but please do continue to check your emails over the holidays in case we need to provide any updates.

We'd like to take this final opportunity to wish everyone in our school community a very Happy Christmas and to send our best wishes to your families for 2020. Our staff will be turning on their Out of Office replies over the holidays, so that they can have a chance to recharge after an exceptionally busy term. We look forwards to seeing your children back with us in January and please do not hesitate to contact us then if you have any questions.

Yours faithfully

Gloria Lowe

Headteacher



## Remote Learning at Sydenham: Safeguarding Protocols

It is essential that all students follow our live lessons guidelines below so that they can learn in a safe and supportive online environment:

1. Teachers will guide students in whether to have their video and audio on or just audio on
2. If only audio is turned on:
  - Students must have their microphones set to mute and only unmute when asked to do so by their teacher.
  - Students can signal they have a question by writing 'question' in the comment box or by raising their hands using the raise hand icon
  - Students must speak in a respectful way and must stay on the topic of the session.
4. If audio and video are turned on, the following protocols must also be in place:
  - Students and any other person in view must be in appropriate clothes and have a neutral and appropriate background (e.g. they must not be in a bedroom or have any siblings or other family members in the background).
5. If students are not following the protocols:
  - They may be 'muted' by their teachers and they may be removed from the classroom. If this happens the Curriculum Leader/Year Learning Coordinator must be made aware and this incident will be recorded on Class Charts.