

# St Joseph's Catholic Academy

A Leading Edge Technology & Applied Learning College  
Mill Lane, Hebburn, Tyne and Wear, NE31 2ET  
Telephone: 0191 428 2700



Email: [Office@stjosephs.uk.net](mailto:Office@stjosephs.uk.net)  
Web: [www.stjosephs.uk.net](http://www.stjosephs.uk.net)  
Fax: 0191 428 4053

Headteacher: Mr P Mitchell  
Chair of Directors: Mrs G Kilgour

October 2020

Dear Parent/Carer,

As a school our paramount concern is the safety and wellbeing of all our students and staff. We aim to work together with you to ensure that our students feel safe and cared for in a calm and positive environment that allows them to flourish and achieve their academic potential.

In light of Covid-19 we have made a number of significant changes to the way we operate as a school to ensure we are fully adhering to guidance from Public Health England and the Department for Education and we have been very grateful for the full support of students and their families regarding these changes. Since the start of the school year we have been continuously reviewing and, where necessary, amending our school structures so that everyone feels safe and students can continue to access their learning in a supportive environment be that in school or, when the need arises, during self-isolation.

I would like to highlight the following information with you and ask you to please take time to sit and read through this letter with your child; this information outlines how we can work together to keep your child safe both in school and if they are self-isolating as well as information regarding online learning provision and support.

#### **If your child has or develops Covid-19 symptoms at home:**

- Public Health England has identified 3 key symptoms: high temperature; new continuous cough; loss of taste/smell.
- If your child develops/has these symptoms we would ask you to keep your child at home and contact the NHS for guidance on 111 or:

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

#### **If your child develops Covid-19 symptoms during the school day:**

- Your child will be assessed by our First Aid team and isolated from other students and staff in one of our dedicated isolation rooms in school. Your child will be treated with sensitivity and care.
- You will be immediately contacted and asked to collect your child.
- We will ask you to contact the NHS for guidance.

**Parents/Carers: Stay Alert. Keep your child at home if they have Covid-19 symptoms. Stay Safe.**

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## If your child has tested positive for Covid-19:

- We ask that you immediately inform school; this medical information will be treated in a strictly confidential manner and only shared with a very small number of staff.
- Please inform us by ringing school on 0191 428 2700 or emailing us marked C-19 URGENT on [office@stjosephs.uk.net](mailto:office@stjosephs.uk.net) - **if you receive test results out of hours eg across a weekend please ONLY use the email address which is checked regularly.**
- We will immediately contact Public Health England and strictly adhere to their guidance as to how to proceed.
- As part of our procedure we will contact you and speak with you and your child to establish who they have been in close contact with outside of lessons including: travel to/ from school; break and lunchtimes; other contact points during the school day.

## If we are informed one of our students has tested positive for Covid -19:

- We will immediately contact Public Health England and strictly adhere to their guidance as to how to proceed.
- That guidance will involve us identifying which students have been in close contact with the student who has tested positive and we will inform their parents/carers of this information via text and email and request their child self-isolates for 14 days.
- We will inform all parents via text that there has been a positive result and that their child has not been identified as a close contact and are therefore to attend school as usual.

*Please note: siblings of close contact students are not required to isolate and are expected to attend school as usual.*

**Should we be informed out of hours or over the weekend of a positive case, we may need to ask a larger group of pupils to self-isolate until we can refine the group as described above once we return to school.**

## If you child has to self-isolate:

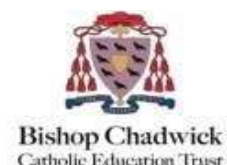
- If this is as a result of school identifying your child as a close contact of a student who has tested positive we will inform you by text and email. Parents will then receive an email containing key information and documents to support students with accessing online learning via Google Classroom and support related to safeguarding.
- Once you have informed school you will be sent an email containing key information and documents to support students with accessing online learning via Google Classroom and support related to safeguarding.

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**Northern Saints**  
Teaching School Alliance

Caritas Christi Urget Nos  
'The love of Christ spurs us on'



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- If your child qualifies for Free School Meals or your family needs support with food provision when self-isolating please contact us and we will support you.

*Please note: if you visit our school website and go to the School Life menu and select Covid-19 Key Information you can access all of the online learning support and safeguarding information (including support for keeping your child safe online) alongside our Covid-19 Student Protocols, Covid-19 Behaviour Policy; Covid-19 Risk Assessment and other key documentation.*

## Communication between home and school:

- We are here to support you and your child.
- If you have any questions or concerns please continue to contact school via your child's Head of House or by telephoning or emailing school, contact details below.
- If you require any support for your child when they are self-isolating related to safeguarding, keeping your child safe online or SEN contact details for staff who can offer this support are below.
- A reminder that at this time parents are not able to come into school for meetings but we are able to arrange meetings via telephone or virtually.

*Please note: We politely ask that you do not contact staff via your child's Google Classroom pages.*

I deeply appreciate the support of all our parents and carers at this time.

Kind regards

Mr P. Mitchell

Headteacher

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## **Nature of Enquiry**

## **Member of Staff**

## **Contact Details**

*General Enquiry*

*School Office*

[office@stjosephs.uk.net](mailto:office@stjosephs.uk.net)

*(email will be directed to the appropriate member of staff)*

0191 428 2700

*Support with pastoral needs or questions regarding our school; safeguarding concerns/ support for staying safe when learning online*

*Mrs Hammill*

[hammillc@stjosephs.uk.net](mailto:hammillc@stjosephs.uk.net)

*Deputy Headteacher,  
Pastoral*

safeguarding: 0191 428 2700

*Teaching and Learning questions regarding our school*

*Mrs Ritchie*

[ritchied@stjosephs.uk.net](mailto:ritchied@stjosephs.uk.net)

*Deputy Headteacher,  
Teaching and Learning*

*Special Educational Needs*

*Miss Donnelly*

[donnellyr@stjosephs.uk.net](mailto:donnellyr@stjosephs.uk.net)

*SENCO*

### **Heads Of House: Years 7-11**

Mrs Berry, Aidan House: [berryb@stjosephs.uk.net](mailto:berryb@stjosephs.uk.net)

Mrs Coyles, Bede House: [coylesk@stjosephs.uk.net](mailto:coylesk@stjosephs.uk.net)

Mr Leask, Cuthbert House: [leaskm@stjosephs.uk.net](mailto:leaskm@stjosephs.uk.net)

Mrs Hardy Jones, Dunstan House: [hardyk@stjosephs.uk.net](mailto:hardyk@stjosephs.uk.net)

### **Sixth-Form Team: Years 12-13**

Mrs Lewis Dale Head of Sixth-Form: [lewis-dales@stjosephs.uk.net](mailto:lewis-dales@stjosephs.uk.net)

Mrs Robson: Head of Year 12: [robsonk@stjosephs.uk.net](mailto:robsonk@stjosephs.uk.net)

Mrs Kerr: Head of Year 13: [kerrm@stjosephs.uk.net](mailto:kerrm@stjosephs.uk.net)

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Catholic Education Trust