

Dear Parent/Carer

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Well, what a half-term that was!

May I take this opportunity to convey my pride in our student body. Approximately 800 students came back to college in September, having had six months away from formal education and, all things considered, they adjusted extremely well. Our students are at least as well behaved as those in any other school and we need to celebrate that.

I would also like to acknowledge my gratitude for the professionalism of our staff. The teamwork ethic has shone brightly throughout lockdown and since our return. What staff have been asked to do is counterintuitive in comparison to the advice and guidance all other professions have been given, yet everyone has been committed to the wellbeing and ongoing education of our students. Finally, I want to thank you for your support and understanding over the last seven weeks. As a community we have all had to demonstrate great resilience and bounce back time and time again, but another transferable skill we are keen to instil in our stakeholders is robustness - the ability to proactively develop our capability to adapt to unexpected occurrences. This pandemic has certainly given us the opportunity to demonstrate how robust we are and enable some of us to become more robust!

Class Charts

We are very excited to be able to launch our Class Charts (by Edukey) app from Monday 2 November. As soon as you or your child receive a code you will be able to log on to the app to see homework, attendance, and praise and concern point information. Not only does this software enable our staff to be more efficient and communicate with you more easily, it ensures that students will be able to access remote learning instructions quickly should this be required. The link will be sent to you, however you can also find it here www.classcharts.com/parent/login.

Covid-19

If we have a confirmed positive case of Covid-19 and have to send students home, you will be contacted by text through In-Touch in the first instance. This will be followed up by individual phone calls to students who have had close contact* to the person with the positive test result. Any further communications will be via email and the website.

Thank you to those of you who responded to our email about checking your contact details. We do have a few to mop up after half-term and we will do this by asking students – so please make sure that your child knows your mobile number and your email address.

If you do change your contact details, then please either let us know by email admin.honitoncollege.devon.uk or you can update your details via the SIMS Parents App.

**A 'contact' is a person who has been near (within 2 metres) to someone who has tested positive for COVID-19 and this contact was any time from 2 days before until 10 days after onset of symptoms in the infected person (this is when they are infectious to others). For the purposes of contact tracing and isolation, however, 'close contact' means having face-to-face contact with someone less than a metre away (even if a face-covering or face-mask is worn) or being within 2 metres of an infected person for 15 minutes or more.*

What happens if your child needs to isolate due to Covid-19?

Please help your child to be ready to continue their learning:

1. Make sure your child knows their email password so that they can access all the **Office 365 tools** from any device at home 
2. Make sure they have access to **Class Charts** (via your device or their own) 

How will your child continue their learning?

If your child does not have IT and internet access, we will liaise with you to find the best solution. 

If your child has IT and internet access:

- All Distance Learning will be set via Class Charts
- Using Office 365:
 - Students should check their Outlook(school) email each morning
 - Use Outlook calendar to plan their day's learning
 - Resources may be shared via SharePoint

If they need to isolate for longer than 1 week, and it is appropriate and possible to do so, we may invite them to Teams lessons and events. 

If this happens they will receive instructions, an email alert for the session, and it will appear in their Outlook calendar. 

Students could also:

- Practice checking their **emails** once a day
- '**Bookmark**' useful pages in their browser (Outlook, Class Charts, SharePoint)
- In SharePoint, '**follow**' subject pages that are relevant to them, so they are easy to find from the homepage 
- Use their **OneDrive** space to store their work so that it is easy to share and send if required 
- In OneDrive, **organise their folders** by subject and topics/ projects

