

17th December 2020

Dear Students, Parents and Carers

As this challenging autumn term draws to a close, I'm emailing to provide important information about reporting positive Covid-19 cases and support for families during the holidays, as well as some key college dates for January.

Covid-19 – Test and Trace during the Christmas Break

The DfE has asked all schools and colleges to make sure that students and parents/carers are aware of the following information regarding positive cases in the holidays:

- Where a student tests positive for coronavirus (COVID-19), having developed symptoms more than 48 hours since being in college, the college should not be contacted until the new term. Parents and carers should follow contact tracing instructions provided by NHS Test and Trace.
- If a student tests positive for coronavirus (COVID-19), having developed symptoms within 48 hours of being in college, the college is asked to assist in identifying close contacts and advising self-isolation, as the individual may have been infectious whilst in college. We would therefore ask you to report such cases in the usual way by emailing absence@collyers.ac.uk or calling the absence line: **01403 216528** and leaving a message.
- For the first 6 days after the end of term, colleges are not asked to be on-call at all times. Staff responsible for contact tracing will check the absence inbox and voicemail daily. Close contacts will be identified and contacted by email with advice to self-isolate where necessary.

Community Hub

Funded by the Winter Grant announced by the government in November, West Sussex County Council has provided a voucher scheme over the holidays for young people who are eligible for free college meals. **Young people and families who are not eligible for free meals but who find themselves in need** during these challenging times, will be able to access support for food and essentials via the WSCC [Community Hub](#). The Community Hub will be operational throughout the Christmas Holiday period, 8am-8pm, 7 days a week and can be contacted on 0330 222 7980.

Progress Review & Parents' Evenings

Mid-year Progress Review grades will be available on MyProgress for students and through MyStudent, (our portal for parents), from 5pm Friday 8th January. Students will meet 1-1 online with their Tutors and/or Head of House, during Progress Review Day on Tuesday 12th January. Tutors will discuss the students' self-assessment, teacher assessments and any action plan targets set in response to the Progress Review grades. Further guidance, support or intervention will be provided where it is needed to help a student get back on track. Bookings for Progress Review appointments will open from Monday 4th January.

We have our General Parents' Evenings taking place online on Thursday 21st and Tuesday 26th January:

- A tick in the appointments box for a subject within the Progress Review, indicates that a Parents' Evening appointment is needed for that subject
- If we do not request a parents' evening appointment, there is no need to make one, however parents/carers are welcome to make an appointment if they have questions or would like to speak with a subject teacher (even if there is no appointment tick)
- When making appointments with more than one subject, please leave a gap between appointments

- Students must attend appointments with their parents/carers
- If joining the meeting via a phone or tablet, please prop up the device on a solid surface to minimise movement

Students will be able to book appointments for Parents' Evenings via MyProgress from Friday 8th January. A confirmation email with appointments and Zoom links will be sent the day before each Parents' Evening after bookings close. The Zoom links for appointments will also be accessible to students from the appointments page on MyProgress. If a parent/carer needs to amend an appointment after booking closes, they may email teachers directly to see if this is possible.

Friday 8th Jan - Progress Reviews Published

Tuesday 12th Jan - Progress Review Day Online (timetable suspended)

Thursday 21st Jan - General Parents' Evening

Tuesday 26th Jan - General Parents' Evening

Wishing you a happy and restful Christmas

Andrea John

Vice Principal (Pastoral)