

18 March 2020

Dear Parent/Guardian,

Following on from the communication sent to you on Monday, I am writing to provide an update on what is a fast-moving situation.

1. Keeping your child at home & keeping the School informed

- If your child has either a high-temperature or a persistent cough they should be kept at home for fourteen days and the School should be informed.
- If your child or any family member becomes infected please inform the School.
- Under GDPR the identities of individuals will remain confidential.

2. Learning from Home

Pupils can access learning materials, work and teacher directions via a range of platforms at home. Should it become necessary to close the school, these will be the primary means by which your daughter continues her work and I ask that you ensure they have checked that they can access these resources from home. A list of resources and where to find them by subject will be posted on the school website www.bloomfieldcollegiate.org.uk

Teachers have been working extremely hard over the past two weeks to prepare materials either in hard copy or placed on these platforms, and I am grateful to them. They will allow pupils to develop important individual study habits. More information is contained in the FAQ document which follows.

3. Examinations

CCEA and other Awarding Bodies are currently advising that schools prepare for examinations as usual. We will continue to be guided by them and keep you informed of any changes.

5. Hygiene

Although we have moved into the Delay Phase, it is vital that pupils continue to adhere strictly to the good hygiene habits established during the Containment Phase.

Please stay up to date with ongoing advice and guidance. The following links may help you to do this.

Public Health Authority: <https://www.publichealth.hscni.net/news/covid-19-coronavirus>

Department of Education: <https://www.education-ni.gov.uk/news/latest-guidance-covid-19-coronavirus>

6. Scheduled Trips & Events

In the event that we are directed to cancel trips, reimbursement of monies paid will be sought but cannot be guaranteed.

As long as the school remains open music tuition will continue with the peripatetic tutors as normal. To reduce the possible spread of the virus extra steps have been put in place. In the event that the school closes, lessons will obviously be stopped. If you make an arrangement with a tutor to continue lessons outside of school during the closure this will be a private matter between the tutor and yourself and this arrangement will not be covered by Bloomfield Collegiate School's Safe-Guarding procedures. Lessons will resume after any period of closure and please do not hesitate to contact Mrs Mark if you have any queries.

Music students should check directly with their tutors about external music examinations as many boards have already cancelled or postponed these.

7. Ongoing Communication

The School will endeavour as far as possible to provide relevant updates via our website, Facebook, Twitter, text and email. Many Departments also use Twitter and can be followed via the main school account @Bloomcollegiate and then by looking at the list of who we are following.

In the meantime, school continues to function normally at Key Stages 4 and 5, and we will respond in accordance with future guidance from the government.

Currently, growing numbers of staff and pupils are self-isolating due to underlying health issues and family commitments. To our knowledge no one in our wider school community has yet tested positive for Covid-19; I hope that our preventative actions have played some part in that.

Should school close, please contact us if you wish to retrieve the medication stored for your daughter by the School Nurse.

Should schools close in the future, it is vital for your daughter's education and general wellbeing that routines of study and family activity are maintained and you as parents and guardians must play the central role in this.

I am, as always, grateful for your ongoing support and cooperation.



Principal

Frequently asked Questions Working from home

Question	Answer
I have forgotten my c2k (MySchool) password. What do I do?	Try using this link https://services.c2kni.net/ChangePassword.aspx
I've tried this link and it still doesn't work... what now?	Email info@bloomfield.belfast.ni.sch.uk and we will try to sort out your issue.
Can I email teachers?	Yes. You can contact your teachers via their school email address only, and only from your c2k account. Emails from any other accounts will be ignored/deleted.
If I send work or email teachers, will they get back to me immediately?	Don't always expect an immediate answer. They will respond when they can. Please avoid contacting them outside working hours, and remember to be appropriate in your content.
How will I know when a teacher has set me some work?	Check your c2k email every morning and throughout the school day. Download the Outlook app onto your mobile device, sign in and you will get notifications when school emails arrive.
What happens if I have no Internet connection?	At this minute in time, all libraries are open. If this is not an option you could set up a hotspot using your phone.
If school is closed, will the caretakers be there and can I pop into school to print out some material or collect some books?	No, sorry - school is closed.
I am doing A levels/GCSEs/AS levels. What is happening? Will my mock results be used? Will teachers be asked to predict grades?	At this point in time (18/03/2020) we have been told to prepare pupils as usual for external exams. There has been no suggestion of using mock grades or predicted grades other than as normal.

<p>I haven't finished my Controlled Assessment. Will I lose marks?</p>	<p>Clear guidance on that has not yet been issued. You should make every effort to have your CA at the point where your teachers expect it to be.</p>
<p>I'm worried that my grades will suffer!</p>	<p>Don't panic. All pupils across the UK are in the same position as you. Every effort will be made to ensure that you are well-prepared for any examinations. Please be reassured that consideration will be given to reflect the unique circumstance you find yourself in.</p>
<p>How should I structure my day to work effectively from home?</p>	<p>You must try to keep to a routine. Get up as normal; you may want to try to follow your timetable for that school day. ie when you have a double period of geography, you could spend that time on geography etc. However, you might prefer a different routine. That's fine, as long as you cover all subjects in rough proportion to a week in school. Alongside the work provided from school, the C2K news desk on the My School homepage will provide links to various websites to aid learning.</p> <p>You may be childminding a younger sibling and fitting around family routines but it is important to fit in your school work too. Building in leisure time is also important. Don't spend too much time on social media - take a break from the screen. Take yourself off for a brisk walk somewhere.</p> <p>Continue to go to bed at a reasonable hour.</p>
<p>Do I have to do school work and what happens if I don't?</p>	<p>You will be coming back to school when directed to and will be carrying on with the curriculum. It is important you have completed your work so that you are at the same stage as the rest of your class. You have to take personal responsibility for your own learning.</p>