

18/09/2020



**ST HILDA'S**  
CE HIGH SCHOOL

WISDOM  
HOPE  
COMMUNITY  
DIGNITY  
EQUALITY

**Dear Parent/Carer,**

I hope that your son/daughter has settled well into the new term.

I would like to take this opportunity to outline St Hilda's contingency plans for remote learning in the event that your son/daughter is absent from school due to a Covid-19 related matter. This could be due to either self-isolation or awaiting a COVID-19 test result.

Teachers are at present creating a library of resources on Microsoft Teams that your son/daughter can access whilst absent. These resources will be updated by staff on a regular basis and will be available for the entire duration of the absence. Students who are absent and not ill are expected to log in to Microsoft Teams on a daily basis and access the resources for the subjects they will miss.

Students are currently receiving training as to how to access these resources and individual subject teachers will highlight where and how resources are organised within Microsoft Teams for each subject.

I am attaching the Microsoft Teams training presentation that has been shared with pupils.

Many thanks for your continued support.

Kind regards,

Mrs E Cowdell

Assistant Headteacher

Headteacher  
**Mrs J Code**  
BA (Hons), NPQH, FCCT

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