



14 September 2021

Dear Parent / Guardian,

I hope your daughter is settling well into Term 1 and the new academic year. Each pupil, on her individual pathway will be supported to transition into her new Year Group or Key Stage and to embrace the opportunities this year of study will offer.

In light of recent changes to the management of Covid-19, I wish to update you on protocol and seek your support in ensuring communication is effective and operations run smoothly in the best interests of our pupils, Learning and Teaching.

Following the most recent communication from the Chief Medical Officer dated 10/09/21 Sir Michael Mc Bride, you have been informed that PHA will complete contact tracing, using a targeted approach. **You are no longer required to phone the school emergency number to inform of a positive case of Covid-19.** Please follow normal procedure of informing the office after 8.30a.m. of an absence. The office staff will clarify your daughter's date of return. If we identify a cluster of cases, we will send an alert to parents, as advised by PHA.

Regarding **communications to staff**, please maintain the practice of either:-

**Phoning the school office, outlining the nature of concern and requesting a call from the specific member of staff. Please allow up to 2 working days for the return call.** Calls will be prioritised based on the nature of the call. All calls will be logged and records maintained.

**E mailing the school office and directing your communication for the attention of the relevant staff member.** Note the e mail address: [info@loretogs.omagh.ni.sch.uk](mailto:info@loretogs.omagh.ni.sch.uk)

**This is the only email address to be used for communication to staff. Staff will respond to e mail query via this e mail address only or phone call. Please do not contact staff directly and please respect working hours. E mails will be forwarded to / from staff between 9.00a.m. and 5.00p.m.**

**For clarification on the provision of work for absent pupils, please note the key points from our policy. (A full version of the policy is available on request)**

"Pupils who are absent for extended periods of time (more than 2 days) may be able to follow subject work on TEAMS, email or hardcopy posted by the classroom teacher which can be studied while recovering from illness. However, this depends on individual circumstances.

In shorter periods of illness / absence (up to 2 days), pupils may access work on TEAMS / e mail or receive hardcopy and catch up on work on their return.

Pupils who are absent from school waiting to receive a PCR Test may return to school within 2 days if the result is negative. In this case teachers may post work on Teams or retain copies of work for absent pupils, or appoint a study buddy who will collect and forward work. It is the responsibility of pupils to catch up on missed work on their return to school."

I hope this offers clarification on recent queries. I thank you and look forward to your continued support.

Mrs Susan Cullinan (Principal)