

18 September 2020

Dear Parents

COVID Related Data Request

As we undertake further planning, to minimise the impact of any future confirmed COVID 19 cases amongst our students, we want to gather some additional information to support the *Track and Trace* process. This information relates to possible contacts your child may have outside of school that we are not already aware of.

We also want to update our knowledge on student's accessibility to suitable IT resources at home. This will allow us to provide resources on a temporary basis, where needed, for those students having to self-isolate. Teachers have been carefully planning, since we returned to school, to ensure that any student that is self-isolating will be able to access their classwork on a daily basis. We plan to publish details on how to access these resources, in every subject, by the start of October on the COVID 19 section of our website.

Shortly, you should receive an email notification from edulink@ntc.kent.sch.uk notifying you that 'A new form was added' (if you have not received this notification please check your junk folder or your email may not be registered on our system). To access and respond to this form, please follow the steps below:

- Login to [Edulink One](#)
- Click on the green Forms button
- Click on the COVID Related Data Request form
- Answer the questions to the best of your ability
- Click Save



If you do not have access to Edulink, please email edulink@ntc.kent.sch.uk and we will create you an account on the system. If you have any other queries or need more support, please contact your child's Learning Coach in the first instance - they will be happy to support.

Yours sincerely

Jon Morgan
Deputy Headteacher