5th January 2021

Dear Parents/Carers

I would like to start by thanking you for the lovely messages from parents/carers, I have shared these with staff and this certainly brightened the mood this morning after last night’s news. We have been working relentlessly today to get bits sorted and we hope by the end of the week we should have everything running smoothly.

All key worker children and those that fall into the vulnerable category have now been informed that you are able to attend and should do so wearing uniform. If you have not been spoken to then children are to begin remote learning from 06/01/2021 and this is discussed further on in this letter.

Unfortunately, due to staffing and those classed as vulnerable we are going to be unable to offer breakfast club and wrap around care during this period so our operating hours will be 8:30 until 3:30 as with the first lockdown. I appreciate this may cause difficulties but if I was able to offer it I certainly would.

Staff will be keeping in touch regularly with families via the telephone. As with before if you are struggling with anything please reach out to school and we will try and lend a hand even if it is putting referrals to foodbanks or if you just want to chat with another adult. WE ARE HERE!

School are working hard to get live lessons set up as quickly as possible to maximise engagement and ensure children remain in touch with friends and teachers however we are currently having some practical issues. We intend on starting live lessons as of Monday 11th January 2021 to allow us time to iron out issues that we have. Your child’s timetable is below.

We will be having a practice run on Friday 8th January 2020 to check that everyone can get onto the video call. This will take place at the times below:

Reception: 10am

Year 1: 10:15am

Year 2: 10:30am

Year 3: 10:45 am

Year 4: 11am

Year 5: 11:15am

Year 6: 11:30 am

Mr Barratt will send out a video and email with guidance on how to access Google Classroom and access the video method. Please have a play around with this before Friday to familiarise yourselves with this.

This will then allow us the afternoon to sort issues ready to start online learning on Monday.

Until then, work is available on the school website. If you visit https://www.churchlaneprimary.org.uk/ , visit home learning and click on your child’s page. You will then be able to access videos and learning that can be completed in the children’s green books that have been sent home.

**Remote learning**

Remote learning will be done through Google Classroom and ALL children will receive approx. 2 hours of live teaching each day from years 1-6 as well as provided with links to complete topic work. Many of you have asked for laptops and I will get these out to you over the coming days. We have a few more devices available and internet dongles. Please email [enquiries@sleafordchurchlane.lincs.sch.uk](mailto:enquiries@sleafordchurchlane.lincs.sch.uk) if you would like one of these.

Please find the below timetable for children to follow at home. If children are refusing to participate in learning please contact school and staff will happily come to your homes to support with child engagement.

**Nursery**

Staff are going to read stories and sing songs and set challenges via Tapestry and will continue to communicate with you through this forum.

**Reception**

The plan for Reception home learning is:

9.30am- RWI Video links will be sent on Tapestry for each child to complete

11.30am- Links will be sent out for Maths WRM home learning videos- these are exactly what we are covering in school.

1.30pm- Miss Hakes will deliver a live zoom session of letter formation and read a story that we will be covering in class. Miss Hakes will then set a challenge linked to topic. The zoom invite will go to parents via tapestry.

Children will need to have cameras on as there will be interactive activities and we ask that parents are also present to support children with their concentration.

**Year 1 and 2**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year 1 and 2** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **9-9:30** | **Phonics-Accessed through school website** | **Phonics-Accessed through school website** | **Phonics-Accessed through school website** | **Phonics-Accessed through school website** | **Phonics-Accessed through school website** |
| **10-10:45** | **Maths- Live lesson with teacher on Google classroom** | **Maths- Live lesson with teacher on Google classroom** | **Maths- Live lesson with teacher on Google classroom** | **Maths- Live lesson with teacher on Google classroom** | **Maths- Live lesson with teacher on Google classroom** |
| **11:30-12:15** | **English-Live lesson with the teacher on Google classroom** | **English-Live lesson with the teacher on Google classroom** | **English-Live lesson with the teacher on Google classroom** | **English-Live lesson with the teacher on Google classroom** | **English-Live lesson with the teacher on Google classroom** |
| **1-1:40** | **Topic- Accessed through the school website under home learning then year group.** | **Topic- Accessed through the school website under home learning then year group.** | **Topic- Accessed through the school website under home learning then year group.** | **Topic- Accessed through the school website under home learning then year group.** | **Topic- Accessed through the school website under home learning then year group.** |
| **2-240** | **Topic- Accessed through the school website under home learning then year group.** | **Topic- Accessed through the school website under home learning then year group.** | **Topic- Accessed through the school website under home learning then year group.** | **Topic- Accessed through the school website under home learning then year group.** | **Topic- Accessed through the school website under home learning then year group.** |

**Year 3-6**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year 3 and 6** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **9-9:55** | **Maths- Live lesson with teacher on Google classroom** | **Maths- Live lesson with teacher on Google classroom** | **Maths- Live lesson with teacher on Google classroom** | **Maths- Live lesson with teacher on Google classroom** | **Maths- Live lesson with teacher on Google classroom** |
| **10-10:40** | **Topic- Accessed through the school website under home learning then year group** | **Topic- Accessed through the school website under home learning then year group** | **Topic- Accessed through the school website under home learning then year group** | **Topic- Accessed through the school website under home learning then year group** | **Topic- Accessed through the school website under home learning then year group** |
| **10:45-11:30** | **English-Live lesson with the teacher on Google classroom** | **English-Live lesson with the teacher on Google classroom** | **English-Live lesson with the teacher on Google classroom** | **English-Live lesson with the teacher on Google classroom** | **English-Live lesson with the teacher on Google classroom** |
| **1-1:40** | **Guided reading/phonics- links found on the school website under home learning** | **Guided reading/phonics- links found on the school website under home learning** | **Guided reading/phonics- links found on the school website under home learning** | **Guided reading/phonics- links found on the school website under home learning** | **Guided reading/phonics- links found on the school website under home learning** |
| **2-240** | **Topic- Accessed through the school website under home learning then year group.** | **Topic- Accessed through the school website under home learning then year group.** | **Topic- Accessed through the school website under home learning then year group.** | **Topic- Accessed through the school website under home learning then year group.** | **Topic- Accessed through the school website under home learning then year group.** |

It is vital that if for any reason you are struggling to access google classroom that you contact [enquiries@sleafordchurchlane.lincs.sch.uk](mailto:enquiries@sleafordchurchlane.lincs.sch.uk) so we can rectify this and ensure children are not left behind.

**There will be rules for live learning that need to be strictly adhered to comply with safeguarding measures and protect both adults and children. A register will be taken before each session, children not attending online sessions will be contacted to check how online learning is being completed. We do understand that parents are also working in many cases from home and school want to work to support you to find a balance so that children do not fall behind with learning.**

* Children will only use school technology for school purposes as directed by my teacher.
* Children will only take part in ‘live’ streaming if a parent and teacher knows that they are doing it and school takes that if a child is attending a live lesson that this has been agreed prior by parents.
* Children will not reveal any passwords to anyone.
* Parents and Children will be responsible for their behaviour and actions when using technology and this includes the resources children access.
* Children and parents will make sure that all communication with other students, teachers or others using technology is responsible and sensible.
* Children will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If children accidentally come across any such material they should report it immediately to their teacher or their parent.
* Children and parents will not share resources or videos created by teachers with anyone who is not a pupil or member of staff at Church Lane Primary School and Nursery
* Children and parents will not record or take photos of their classmates or teachers during a face-to-face session. Children and parents will not share any school content on social media platforms
* Children and parents understand that when using Google Classroom and other applications provided by the school that my use can be monitored and logged and can be made available to my teachers.
* If audio/video conferencing is used, Children and parents understand that this might be recorded by the teacher for safeguarding purposes. It is for the parent to determine whether they are happy for children to use video conferencing. Otherwise they should just use audio. School accept no responsibility if children use video when prior permission not given
* Children will continue to follow the rules regarding my use of technology as outlined in the school’s ICT Acceptable User Agreement

Parents and children understand that these rules are designed to help keep children safe and that if they are not followed, school sanctions will be applied and my parent may be contacted. When participating in an audio or video conference on Google classroom, remember that this is an extension of the classroom and you should conduct yourself as you would when on your best behaviour in a classroom. This includes:

* Be on time for your interactive session
* Be dressed appropriately for learning (e.g. no pyjamas)
* Interact patiently and respectfully with your teachers and peers
* Microphones will need to be turned off
* Video conference from an environment that is quiet, safe, public and free from distractions. Please DO NOT use bedrooms for video conferencing. We also request that parents are in the vicinity of online lessons to ensure that children are engaging.
* If children access online live learning the school assumes that children have been given permission to do so. It is up to parents to decide whether they allow their children to have their picture shown or not. Video can easily be turned off.
* You MUST NOT record each other’s online interactions. If the lesson is to be recorded, this will be done by the teacher.
* You MUST NOT take screen shots of the teacher or other children within the video call
* Make sure you end the session as soon as the teacher indicates to do so and do not stay in the session after the teacher has left.

Any breaches of the above will be dealt with under the schools behaviour policy as this is an extension of the classroom.

**Free school meals**

Starting from Monday we will be delivering food boxes to children who are in receipt of free school meals. If your child is in school you will need to send your child in with a packed lunch as you will have a food box. If your child is in Reception, 1 or 2 and attending school and have not received a food box they will receive a packed lunch bag in school.

I understand that there is a lot of information here. There will be further information over the coming days being released too. Until then, please take care and look after yourselves and we will see you all soon.

Mr Clay