



Executive Headteacher: Mrs Ruh Alford B.Ed (Hons.), M.Ed

Monday 5<sup>th</sup> January 2021

Dear Parents,

Further to the Prime Minister's announcement at 8:00 pm last night, the school is now closed to all, except Key Worker and Vulnerable children as well as all Pre-School children. Our programme of Remote Learning will commence tomorrow Wednesday 6<sup>th</sup> January.

Fortunately we had put a Remote Learning Policy in place back in September which can be referred to here: <https://primarysite-prod-sorted.s3.amazonaws.com/halwillps/UploadedDocument/56109e9827ca4787b7b18c883d44fd4c/remote-learning-policy-sept-2020.pdf> and we had a virtual staff meeting yesterday at 4:00 pm in anticipation of the announcement so we are clear on how to move forward but just need today to action our plans. Thank you for your understanding and apologies for any inconvenience today's grace period may cause. Below I will set out the various aspects of our plans.

**Remote Learning:** Building on the successes of the last lockdown and reflecting on feedback from parents and staff, this is what the expectations for teachers, pupils and parents will be:

| Teachers  | Pupils  | Parents  |
|---|---|--|
| <ul style="list-style-type: none"> <li>Teacher to upload learning to Class Dojo by <b>9:30 am</b></li> <li>Teachers will respond to activities <b>by 6:00pm</b> via ClassDojo portfolio</li> <li>Blended Learning to include daily lessons in Maths, English and wider curriculum. Average of:<br/><b>3</b> hours per day for KS1<br/><b>4</b> hours per day for KS2</li> <li><b>Daily live lessons via Zoom</b></li> <li>Video lessons in enrichment subjects</li> <li>Phone call home from teacher / TA at least every fortnight</li> </ul> | <ul style="list-style-type: none"> <li>Review lessons and learning activities assigned by the teacher</li> <li>Participate in video/real time Zoom lessons.</li> <li>Complete assigned work/learning activities to the best of their ability</li> <li><b>Upload learning by 3:30 pm</b></li> <li>Read every day</li> <li>Let your parents/teacher know if you are concerned about anything</li> </ul> | <ul style="list-style-type: none"> <li>Access the Class Dojo page on a daily basis.</li> <li>Establish a daily routine and provide an appropriate space to support student learning</li> <li>Review assigned work, discuss expectations with your child and communicate with teachers</li> <li>Set limits on technology use for games, social media, etc.</li> <li>Expect your child to read everyday</li> <li>Contact class teacher/Safeguarding Lead if you have any concerns</li> </ul> |

The term 'Blended Learning' means a combination of independent tasks set on Class Dojo and live Zoom or video lessons so where a time of 3 or 4 hours is stated, this is the approximate total time children will be working in a combination of independent tasks and live lessons.

Staff will endeavour to set tasks on Class Dojo that do not require printing and can be accessed from a smart phone, tablet or lap top. Generally submitting work, involves taking a photograph of the piece and uploading it.

**Daily Live Zoom Lessons:** This is something that wasn't included as a regular feature last time but on reflection and taking on board feedback, having daily contact with the class teacher will be educationally and emotionally beneficial. It will also take the pressure off parents because although we would like you to be in the room, you will be able to use the time to do your own tasks while the children are occupied. We are very mindful of the pressure on the use of devices in the home so have put together a timetable that will ensure siblings in different classes are not vying for a device at the same time.

| Zoom Lesson Time Slot<br>Mon, Tues, Weds, Thurs |   | Friday – Enrichment Day                |  |
|---|---|--|--|
| 9:00 – 10:00                                    | Y5/6  | 9:30                                   | Dance, PE and Wild Tribe / other enrichment pre-recorded videos and French PDFs will be uploaded to Class Dojo |
| 10:00 – 10:30                                   | Y1/2  | 10:30                                  | Whole School Assembly via Zoom at 10:30 am.  |
| 10:30 -11:30                                    | Y3/4  | Some Class Dojo tasks may also be set. |  |
| 11:30 -12:15                                    | Reception (with Pre-School joining for part of the session) |  |  |
| 1:30 – 2:00                                     | Y1/2  |  |  |
| 2:00 – 3:00                                     | Y3/4/5/6  |  |  |

Live lessons may not take the full time allocated or it may be that teachers split the session so groups of the class are invited to attend half a session, for example. The idea of having an allocated slot means that teachers know they have that time to use at their discretion depending on the lesson they are planning. They will inform you via Class Dojo if the whole or a group of the class is expected to attend a session. Zoom joining details will also be shared via Class Dojo

## Safeguarding Reminders When Using Zoom

- Please ensure your Zoom ID is your name / child's name and not the name of your device e.g. iPad 1 / HP Notebook. If we don't know who you are, we won't be able to let you in
- Staff must ensure the waiting room facility is enabled and will remove anyone from the meeting perceived as a safeguarding threat
- Please keep your video on
- Please mute yourself, unless you are speaking
- Staff, parents and children must wear suitable clothing, (no nudity) as should anyone else in the household
- Language must be professional and appropriate, including any family members in the background.
- No photos or videos of the Zoom screen should be taken
- The Zoom details must not be shared with anyone else
- Any observations of children or staff during the Zoom meeting must remain strictly confidential
- No 1:1 live lessons, groups only, unless as a result of risk assessments confirmed with the Headteacher. This may for example involve having the parent present
- Any computers used should be in appropriate areas, for example, not in bedrooms and a parent or carer must be present in the room
- The live class should be recorded by the member of staff so that if any issues were to arise, the video can be reviewed. This will be deleted when time has lapsed and no concerns raised
- Staff should keep a record of the length, time, date and attendance for live lessons
- Staff must only use platforms agreed by school leaders

Please also see the Appendix to the Child Protection Policy pertaining to school closure: <https://primarysite-prod-sorted.s3.amazonaws.com/halwillps/UploadedDocument/8dbaf31b8aec4bb49f9c27aecf495fa9/child-protection-policy-appendix-for-school-closure-covid-19.pdf>

**Resources for Remote Learning:** Teachers and TAs are putting together packs of resources. These will be ready at some point this week and teachers will notify you via Class Dojo when to collect these.

**Key Worker, Vulnerable Pupil and Pre-School Places:** Are you a Key Worker or is your child classed as vulnerable? Please see this link: <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

To request Key Worker status, please email [admin@ashwater.devon.sch.uk](mailto:admin@ashwater.devon.sch.uk) and copy in [admin@halwill.devon.sch.uk](mailto:admin@halwill.devon.sch.uk) and state the profession of the parent who is considered to be a Key Worker. You will then receive a reply to confirm this status and you will be asked to go onto SchoolMoney to book your child's place. Please only book a place for days when there is no other childcare within the home. Please try to book by the Friday for the following week and only in emergency situations by 3:00pm the day before the date requested. For tomorrow, booking time is extended until 5:30 pm today.

If you feel your child is classed as 'Vulnerable', please e-mail [admin@ashwater.devon.sch.uk](mailto:admin@ashwater.devon.sch.uk) and request for me to call you. In this way you don't need to share confidential information via email. Once we have spoken, please book via the SchoolMoney app.

The Pre-School will be open for our usual timings and days. You must though book your child's place via SchoolMoney in the same way as described above. The section of SchoolMoney to use will be described as Key Worker.

If children are coming into school, please can they wear school uniform (except Friday when they should wear school PE kit). They will also need a packed lunch and snack as we will not be providing hot meals. Please remember we are a nut-free, healthy school.

### Who to Contact?

|   |   |
|---|---|
| Anything to do with children's learning.  | Class Teacher via Class Dojo  |
| Issues accessing Class Dojo or technical support required                         | For the attention of Miss Frayn via <a href="mailto:admin@halwill.devon.sch.uk">admin@halwill.devon.sch.uk</a>  |
| To request a Key Worker or Vulnerable Pupil place                                 | Initial request to <a href="mailto:admin@ashwater.devon.sch.uk">admin@ashwater.devon.sch.uk</a> and copy in <a href="mailto:admin@halwill.devon.sch.uk">admin@halwill.devon.sch.uk</a> and once place is approved, book via SchoolMoney |
| To request a Pre-School place   | Book via SchoolMoney  |
| Queries regarding Free School Meals   | For the attention of Sue Kennedy via <a href="mailto:admin@halwill.devon.sch.uk">admin@halwill.devon.sch.uk</a>   |
| Safeguarding concerns   | For the attention of Mrs Alford via <a href="mailto:safeguarding@halwill.devon.sch.uk">safeguarding@halwill.devon.sch.uk</a>  |
| Queries regarding SchoolMoney   | For the attention of Sarah Revers via <a href="mailto:admin@halwill.devon.sch.uk">admin@halwill.devon.sch.uk</a>  |
| Any other questions or queries directed to the office (Mandy Furse) or Mrs Alford | <a href="mailto:admin@ashwater.devon.sch.uk">admin@ashwater.devon.sch.uk</a>  |

With kindest regards at this challenging time.

Ruh Alford, Executive Headteacher