



29<sup>th</sup> September 2020

Dear Parents and Carers

As the pandemic continues it may become necessary for your child(ren) to work from home again. I am writing to outline the arrangements that have been put in place should this happen. It explains what we would like your child to do while learning remotely and how we plan to support you and them.

Children may need to work at home in the following instances:

- If your child is unwell or has to self-isolate;
- If the school has directed your child to learn from home;
- If the school is advised to partially or fully lockdown.

The arrangements will vary a little depending on whether it is individuals, year groups or the whole school that are required to work at home. Regardless, we will work to keep our young people on track and avoid them falling behind. We want to help your child to learn as much as possible at home.

**When working at home, we would like your child to:**

- Follow their normal school time accessing work through Purple Mash at the primary phase and the TEAMs platform at the secondary phase;
- Complete work and submit as following the teacher's instructions and meeting the deadline given;
- Seek help if they need it, from their subject teacher.

**We ask parents/carers with children learning remotely to:**

- Make the school aware if their child is sick or otherwise cannot complete work;
- Seek help from the school if needed. There is a helpdesk on the website for technical support;
- **Create a positive environment for your child to learn at home, for example:**
  - Distinguish between weekdays and weekends, to separate school life and home life;
  - Designate a working space if possible, and at the end of the day have a clear cut-off to signal school time is over;
  - Create and stick to a routine, as this is what your child is used to at school. For example, eat breakfast at the same time each morning and make sure they are dressed before starting the 'school' day;
  - Stick their school timetable up on the wall so everyone knows what they should be doing when;
  - Make time for exercise and breaks throughout the day to keep your child active.

Thank you for your understanding during this challenging time. With your cooperation we can help the children continue with their learning throughout the pandemic.

Kind regards

Janis Davies

**Principal**