

Friday 8 January 2021

Dear Parents and Carers,

Thank you for your patience, support and kind comments this week as we have worked through the guidance that came from the government late on Monday night, to make plans for our home learners and our children of key workers in school.

The current lockdown is very different for schools than the last one in March. We have a significant increase in the numbers of children attending school as children of key workers. This means that we have not been able to create the bubbles of mixed age groups as we did during the lockdown that began in March. Our whole staff team are working in school as normal. Each teacher continues to teach their own class full time, as well as prepare work for and respond to the children in their class who are learning from home. We are committed to providing high quality lessons for pupils learning at home, whilst also providing the same for pupils who are attending school. Teachers are doing their very best to adapt to this new situation and will continue to adapt and improve things in the weeks ahead.

Microsoft Teams

Although most children have been accessing the work sent on Microsoft Teams this week already, I would like to outline the provision in place for those children who will now be engaging in online learning from home in the coming weeks.

All children have a username and password for Microsoft Teams in their planner. Microsoft Teams can be used via an APP on a tablet or smartphone, or on a desktop or laptop computer.

Children in Reception will be using Microsoft Sway for their lessons. Miss Goulden will share this with parents as she has done this week.

If your child does not have their planner at home or you cannot locate the details in the planner, please use the class email to email your child's class teacher to ask for this. The class email can also be used if you or your child needs further support or need to ask any questions about the work/lessons set. For more general enquiries not linked to the home learning, please use the contactus@stchads.trinitymat.org email address.

A reminder of the class email addresses are below.

Reception RYR@stchads.trinitymat.org

Year 1 1Y1@stchads.trinitymat.org

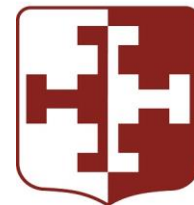
Year 2 2Y2@stchads.trinitymat.org

Year 3 3Y3@stchads.trinitymat.org

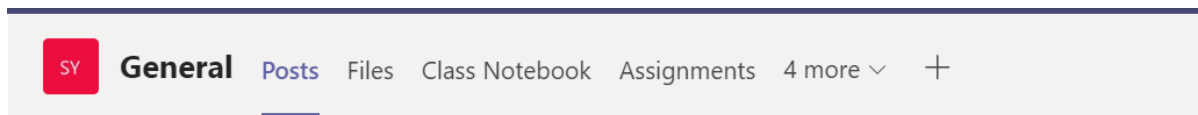
Year 4 4Y4@stchads.trinitymat.org

Year 5 5Y5@stchads.trinitymat.org

Year 6 6Y6@stchads.trinitymat.org



Once logged on to Teams, the work can be found in the '**Files**' section. You will see a folder named 'week beginning...' and within the folder, there will be a separate folder for each day of the week. Some of the work will also be set using the '**assignments**' section. The class teacher will use the '**Post**' section to leave any instructions or messages for children/parents about the day's learning.



Timetable

There will also be a weekly timetable uploaded in the weekly folder in '**Files**'. The length of time given to each subject is only a guide. When planning the lessons and timetable for the week we have considered how best to engage the children and keep them motivated when learning from home. We have tried to make the lessons and activities achievable and manageable.

The home learning timetable is a guide and pupils/parents can use this flexibly when planning your home learning for the day. There are approximately 3 hours of learning within the lessons set for each day. There are then additional suggested further activities for children to select from. We would suggest completing at least 4 additional activities each week. Some of the lessons will include short recordings of the teacher explaining and talking through the learning.

Submitting Work and Feedback

All teachers will be in school, in class teaching their Key Worker and Vulnerable children. They will be monitoring daily, the engagement and completed work of those children in their class who are working from home. The Department for Education is clear that it expects all children to access the home learning set for them by their teacher and complete the work. We would ask that any work is uploaded or submitted each day by 5pm, to enable the teacher to look at it and feedback where appropriate.

Children should submit their work using the Class Notebook in Teams. Sometimes work will be set using a **Microsoft Form** that the children will complete. Instructions will be given by each Class Teacher.

Sometimes children will need to take a photo and upload that to the Notebook. It shouldn't be necessary to print out the worksheets. Children will write their answers on to the notebook. Children also have an exercise book. Some tasks may require them to write in their exercise books and then photograph or scan in to the Class Notebook.

Teachers will continue to give out achievement points for pupils. One AP for each lesson completed and 2 APs for any optional subjects completed.

Class teachers will periodically telephone parents to see how the children are getting on and offer any assistance required. Please do not struggle. Get in touch if we can support in any way.

Lesson Format and Work Set

The home learning will be a combination of pre-recorded and live lessons. We hope to be able to deliver some live lessons by the end of next week. More information will be sent early next week to explain how the children will be able to access these and the protocols for live lessons.



We fully understand the logistics of families working from home at the same time as supporting their children with home learning and the issues that arise when families need to share devices. Whilst a live lesson at a set time on a given day might work well for some pupils and families, it might not for others where there may be one computer/laptop to be shared with two or three children who are trying to access their learning, as well as parents who are trying to fulfil their work commitments. In such circumstances, a pre-recorded lesson which can be accessed at any time can be more suitable for some pupils/parents. We will aim to provide different educational activities in a range of formats so that they are accessible to all pupils and meet the needs of various family circumstances.

If your family has no device that your child/children can use, please get in touch with the school office by phone or through the contactus@trinitystchads.org email address and we will try to assist, where possible.

The school office will remain open each day from 8.00am to 4.00pm. The school [email address, contactus@stchads.trinitymat.org](mailto:contactus@stchads.trinitymat.org) can be used at anytime and emails will be responded to during office hours.

Should your child be ill or test positive for Coronavirus whilst learning from home, please let the office know so that we are aware of why they may not be accessing their learning at that time. This will avoid a phone call from the class teacher if your child is unwell.

We are fully committed to supporting our pupils and families - both of children learning at home and those who continue to attend school. Schools and families are working hard in challenging circumstances to do the best for our children. Please get in touch if we can help in any way or if you have any difficulties.

I wish all of our children and families well and hope that you and your family stay safe during the new lockdown period.

Yours sincerely

Sam Hirst

Principal