

# Harleston C.E. Primary Academy

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**Headteacher: Miss Hannah Holgate**

29<sup>th</sup> January 2021

Dear Parents and Carers,

Harleston C E Primary Academy community has been rising to the challenges of remote learning for 4 weeks now and what a fabulous job everyone is doing. We know how difficult it is for you with continuing to juggle work commitments, having children in different year groups and trying to meet the educational needs of them all whilst also facing the challenges of another lockdown. From all the staff at Harleston, thank you for everything you are doing, and we look forward to when we can welcome you all back into school again.

This letter is intended to keep you updated with our remote learning package and any changes as we strive to make it the best it can be.

## **Phone Calls**

Our teachers have been trying to make contact with all our families over the last few weeks, to make sure that everyone is happy and using Google Classroom to the best of their ability. This is important, but very time consuming, particularly where teachers have to keep calling back when there is no answer. Please help us to support you by responding to messages being left by school staff.

Moving forward, class teachers will phone every 3rd week, where families do not need help engaging with Google Classroom. More regular calls may be made by school staff for children with additional needs. If you prefer more frequent contact with your child's class teacher please e-mail them directly to let them know.

Teachers can be contacted following this naming protocol:

Teacher: John Bloggs. Email address: [jbloggs@harleston.stbenets.org](mailto:jbloggs@harleston.stbenets.org)

If you are unsure give the school office a call or email [office@harleston.stbenets.org](mailto:office@harleston.stbenets.org)

## **Home Learning**

Thank you for the messages of support and thanks which we have received. Please know how much these are appreciated, particularly during this difficult time.

We are working hard to keep improving our online provision to best meet the needs of our children, as well as those of staff, parents and carers. Your feedback is always appreciated. Please bear with us as we keep tweaking and thank you in advance for understanding the importance of this.

## **Special mentions**

We know that with each week that goes by children will need support to motivate them while they are not with their peers.

Celebration assembly with Miss Holgate continues on Fridays recognising those children who are `soaring to success`.

Please look out on our Twitter account for further glimpses into the lovely learning that Harleston pupils are doing.

School staff are also sharing children's work on class streams and within lessons to let them know how impressed we are with all their hard work.

We appreciate that there may be many other things to celebrate within your homes which may not necessarily be something on paper or a screen. We would like to hear about children who are succeeding in the Harleston School vision of being `responsible`, `respectful` or `resilient` during the school closure. Miss Moss will give these children a special mention in her newsletter. Please email [cmoss@harleston.stbenets.org](mailto:cmoss@harleston.stbenets.org) with photos or special mentions you would like to share.

**Below are some key headlines from our remote learning procedures which we would like to draw your attention to:**

- Google classroom streams are used to communicate generally with the class, so please check these daily.
- Remote learning is offered between 9:00 am and 3.00pm Monday to Friday.
- Work will be posted at 8:00am daily in KS1 and KS2. Work posted both weekly and daily in EYFS.
- Daily work adheres to the sequence of curriculum planning normally followed in class. Therefore, lessons will lead from one to the next, so it is very important that children are accessing Google classroom regularly.
- Live Google meet support sessions may take place with teachers or teaching assistants for those needing extra support. Notification of these sessions will be posted on the class streams or through email invitation.
- Submitted work will be acknowledged as far as possible between 9am and 3pm. This may be through private comments or displaying the work on the class stream.
- At least one piece of English or maths each day will receive feedback via a private message. Further feedback will be given to the whole class within lesson material or on the class stream.

## Live support sessions

To ensure these sessions are as useful and successful as possible, we ask that the following protocols are observed:

### General expectations

- Live sessions must not be recorded.
- Admission is through your child's Harleston Primary School Google account only.
- Check Google classroom streams for confirmation of support session times.
- Access to these support sessions will be through invitation via your child's e-mail account or via a general link button on the stream.
- You must be present in the room whilst your child is attending these meetings. However, remember this is a session for the children and class teacher.
- Staff will not be meeting your child on their own unless this has been agreed in exceptional circumstances by the SLT.
- Any parental queries must be raised by email or phone and not during the live session.
- Choose a suitable location in your home for the meeting with a neutral background display. (We would request that this is not a bedroom.)
- Ensure everyone in the household is aware there is a live session planned and remain quiet, so that your child can focus.
- Help your child to be on time for their meeting.
- Be prepared with the device charged and help your child access the session.
- Ensure your microphone is muted.

### Expectations for children

- Teachers will encourage use of the `hand up` tool and the `chat` function to ask questions.
- The chat function is only for talking to the teacher.
- No objects or toys to be brought to these sessions, beyond what is required for the lesson or what is requested.
- Be fully dressed.

We thank you in advance for your continued support, and hope that you have a wonderful weekend.

Kindest Regards,

Caroline Moss, Sam Carter and Hannah Holgate  
Senior Leadership Team