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Tuesday 5th January 2021

Dear Parents and Carers,

Spring Term 2021 – Headteacher Update #3 – Home Learning

I cannot imagine the panic and upheaval that yesterday's school closure announcement by the PM has caused in households up and down the country, including our BJS families. All in school are genuinely saddened and upset by the closure, although there are understandable reasons for it taking place. This letter sets out some important information regarding Home Learning.

We have had a much higher than expected number of requests for Critical Worker (**CW**) places in school. If your child is to be offered a CW place you will be contacted separately to this email. The staffing demands of the CW places in school may impact on our ability to carry out our original Home Learning (**HL**) #2 plans, so our HL provision may change as time goes on.

We have a folder in school for each child containing an exercise book to be used for HL. If you wish your child to collect it (along with their pencil case) they can come in to school between 8.30am and 4.00pm this Friday 8th January, going straight to their classroom to collect it from their desk. Please can we ask that parents wait for their child either at the gate or on the playground and do not enter the school building.

(i) HL this week

Class teachers are sending out an email today to provide brief details re HL this week. There will be Zoom HL sessions on Wednesday and Thursday this week (logins, etc. will be sent by the class teachers). There will also be a short daily registration Zoom at 8.45am for Year 5 and Year 6 and 9.00am for Year 3 and Y4.

(ii) HL from Monday 11th January

Weekly email to parents re HL - On Friday of this week class teachers will send an email regarding HL for next week (and then on subsequent Fridays for the following weeks). This email will arrive by 6pm on a Friday evening.

Zoom registration each morning – This will take place daily at 8.45am for Year 5 and Year 6 and 9.00am for Year 3 and Year 4. This will be a short Zoom in which the teacher and LSA will register the children and set out the learning expectations for that day.

Zoom Lessons – These will take place on Mondays, Tuesdays, Wednesdays and Thursdays. They will be led by the teacher with an LSA in attendance to support the learning. These lessons will be between 30 and 40 minutes long in groups of around 10 children.

HL subjects – Maths and English will be set every day. Science, Topic, PSHE, PE, RE and Art/DT will be set for each week. The class teachers will issue a timetable showing which subject should be completed on which day. If your child goes on turbo-drive and completes the set work ahead of time we will not set further work



for them. They can of course carry out some of their own research on that subject area. Time on SPAG.com and Times Table Rockstars will also be set. The LSAs are each providing an optional art/craft activity for the children to use if they wish.

Where will my child find the set HL work? – The class home page on the VLE will show an overview, however the individual pieces of work can be accessed via the Homework pages of the VLE. Work for a week will be posted on the VLE by 6pm on the preceding Friday. Maths and English activities will be posted on the VLE by 6pm on the day before they are needed.

Marking and feedback – Some marking and feedback will be provided orally during the maths / English Zooms. Parents and children are asked to mark their own non-Zoom maths. The teachers will mark the weekly English Big Write and provide feedback. We need to put in a cut-off point for submitting the Big Writes – the class teachers will share this. Marking and feedback is a time consuming activity in the best of times – accessing children's work through the VLE/email makes it even more so.

For further information on our HL Contingency Plan please refer to our school website under 'Pupils and Learning': https://www.busbridge-junior.surrey.sch.uk/web/learning_resources_for_your_child_including_home_learning/390419

(iii) Zoom Protocol

I have attached a copy of our 'Online Lessons Using Zoom' Policy. Here are some key points, but do read the short attached document and explain it to your child:

- Your child needs to be appropriately dressed and ready to learn for the Zoom session.
- Please start to join the session 5 minutes before the start time. As the teacher will be teaching, children will not be admitted 5 minutes after the session has started.
- If you miss your allotted session it will not be possible to slot you into a later one.
- Set the Zoom screen name to your child's name.
- The work to complete during the Zoom session will be posted on the VLE on the evening before. Your child should not complete the work before the Zoom session.
- The teacher or LSA may chat with your child or the group using the Zoom message facility.
- The Zoom sessions are confidential. Please do not discuss chat content from the Zoom about another child or family.

We have put a lot of thought and planning in to our HL Contingency Plan. Most will go smoothly but there are bound to be some blips along the way. Your feedback on our provision (pros and cons) will be welcome, but do give it a week or so to bed in.

Thank you for your ongoing support; this is a particularly challenging context for everyone, and your kind words and support mean a great deal.

Take care

Kind regards



Richard Catchpole (Headteacher)

