

6th November 2020

Dear Parents and Carers

As you may be aware, schools are required to have a remote learning plan in place so that any child who cannot attend school because of COVID-19 does not miss out on their learning.

This letter explains our plans for remote learning for children who have to self-isolate, or where local or national restrictions mean that children need to stay at home.

Our remote learning plan

Our remote learning plan has been made with our pupils and their families in mind. We believe that this strategy will work best for the children at our school. We have categorised remote learning in tiers as follows:

	Reason for absence	Action by Parent	School Action	Home Learning
Tier 1	Child unwell (non Covid related) Likely to be short term	Parent to report absence to school office	Office staff to record absence due to illness	No home learning required
Tier 2	Child unwell with Covid-19 symptoms	Parent to report absence to school office Child to stay at home for at least 10 days and arrange for a test to be taken Household to isolate for 14 days or until negative test result received	Office staff to record on Covid-19 tracking record	No home learning required whilst child is unwell.
Tier 3	Awaiting results of Covid-19 test of household member or isolating for 14 days (child does not have symptoms)	Parent to report absence to school office Child and rest of household to isolate for 14 days or until negative test result received	Office staff to record on Covid-19 tracking record. Class teacher to contact via Class dojo to advise home learning	Home learning available via Google Classroom/Class Dojo: Daily: Maths work English work Foundation subject related activity Daily reading Children in EYFS will have a range of activities/games in line with their learning in school
Tier 4	Bubble closure School Closure		School to contact parents. Class teacher to contact via Class dojo to advise home learning	Home Learning via Google Classroom/Class Dojo. Daily registration and structure of scheduled lessons blended with time for independent learning.

- Remote learning will commence the day following advice of the child's absence.
- Children will be expected to complete (attempt to complete) all work set.
- Work will be advised and accessible via Google Classroom and Class Dojo.
- Teachers will contact parents/pupils once a week during the period of absence via phone call. There will be daily contact with parents via Class Dojo to set the work.

- We will be asking that the children send their work back to school each day so that the teacher can check the learning and provide feedback as necessary.

What you'll need at home

- Lesson resources will be available using Class Dojo and Google Classroom. Access to the internet will be required and a device that can access the internet, such as a laptop, desktop computer, tablet or smartphone
- All children will be provided with an exercise book to complete home learning in.
- Consider children's home learning environment e.g. a quiet space where they can work without interruption
- You may wish to set a timetable for learning with your child, incorporating breaks and opportunities for exercise.

If your child does not have any of the above, please let us know as soon as possible so that we can help support you.

What we expect from your child

It's important that your child engages with home learning and keeps to their timetable.

If they aren't engaging with the learning, we'll use the following strategies to provide additional support:

- Phone call home
- Increased feedback

Working together

We appreciate that if this situation arises, it may present some challenges for you. Please do not panic as we will work closely with you. We kindly ask for your support so that we can continue to provide high-quality education for your child during this time. Younger children in particular may need support in accessing online materials and staying focused with their remote learning. We ask that you help them as much as you can. At the same time, we don't expect you to watch your child all day, and we wouldn't expect parents/carers to assume the role of the teacher. However, it would be really helpful if you could take an active role in your child's learning by asking them about their day and what they've learned.

Our top tips:

- Try to encourage your child to be ready and dressed for the start of the school day, and to keep to their timetable
- Distinguish between weekdays and weekends, and make it clear when the school day is over, to separate home and school life
- Plan breaks and exercise into the day to help keep your child active

Please keep in touch with us and do let us know if you're having any difficulties with remote learning, or if you have any questions. Please make sure that your email address and phone number are up-to-date and you look out for communications from school.

You can contact the class teacher using the year group email address (e.g. year2@hilldene.havering.sch.uk) or by phoning the school office.

Thank you for your continued support. Take care.

Yours faithfully,



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Headteacher

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