



Bramham Primary School
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www.bramhamprimary.co.uk

09 June 2020

Dear Parents and Carers

We are writing to you as Head teacher and Chair of Governors of the Federation. It has been particularly important at this time that we work closely together, making both strategic and operational decisions for all of the children in our schools.

The coronavirus pandemic has created an unprecedented situation; one in which there is no established strategy for leading schools. In addition to this, contradictory advice, information and guidance from the Department for Education, the Local Authority and advisory educational bodies has made planning and decision making a complex task. In short, there is no rule book for managing this situation and throughout, our guiding force and drive, has been the children.

Our leadership during this time has endeavoured to ensure that our children have been safe and in receipt of a continuation in learning, particularly in core subjects.

We reacted quickly to the Government decision to close schools and within two days, devised a system of work packs, planned work for every year group and printed these packs for each child. Children who were absent at this point received hand-delivered packs, thanks to two of our dedicated teachers, working after the school day and late into the evening. We emphasise this in order to recognise the dedication and hard work of all Federation staff who enabled this, whilst still teaching and caring for children in the last days before closure.

We established provision for key worker and vulnerable children, which has been led and run by Federation staff since closure, including throughout school holidays and on Bank Holidays; again this is thanks to our staff and their commitment to our pupils and families. Whilst this provision does not involve the majority of families, we feel that it is important that you are aware of it.

Whilst awaiting and responding to guidance from the Government, the Local Authority and other advisory groups, we have been planning for different possible outcomes and scenarios, evaluating and mitigating risks. In ever changing and challenging circumstances, we want to do our very best for our children, and this remains our key focus.

As you know, our teachers have been planning and sending work packs to you each week and have been available to you by email on a daily basis. Our teaching assistants have contacted you by telephone, giving you the opportunity to talk about your children and also giving the children a chance to talk to a member of staff. They are currently beginning the second phase of these calls as part of our strategy to maintain links within our Federation family.

We would like to thank you for the many positive comments that my staff and I, as Head Teacher, have received and for the wonderful work that you have shared with teachers; thank you also for your constructive feedback, which is always welcome.

We await a full governing body meeting on Friday morning to confirm potential continued closure or considerations and implications for the re-opening for Year 1 and reception class. However, it has now



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become clear that some children will remain at home for longer than originally anticipated. **At this stage, I would like to direct you towards viewing the Risk Assessment document which is now available on our website at: <https://www.bramhamprimary.co.uk/about-us/coronavirus-update>.**

This document details all the necessary measures taken to keep our children safe whilst in school. You will appreciate the depth of consideration that has been required and we continue to evaluate the success of Year 6's return to school this week in any future planning for other year groups.

Therefore, during this time of ever-changing circumstances and evaluative process, we are pleased to be able to share that we are going to increase our support by providing some online teaching and greater interface between teachers and their classes.

I am also proposing that our Teaching Assistants produce some on-line videos; the intention for these videos is something a little more **extra-curricular and in support of children's well-being and general mental health in feeling less isolated** and in enjoying the things they have around them. All children will be able to access all TAs' videos and so there should be a wealth of opportunity for the children to see various key members of our school, as well as the Senior Leaders and their class teachers.

From next week. Class teachers will email you on a daily basis with something your children can consider – a challenge, a news story, a thought for the day, the Ethos statement etc. in an attempt to increase daily interaction between children and their teacher. This is available for your children if you wish to access it; we felt the children would enjoy hearing from their teachers on a more frequent basis.

We are sure that you will appreciate this has necessitated considerable organisational and technical planning and also significant safeguarding preparation. Please reference the safeguarding outline agreement at the end of this letter for staff and for children. If you have any concerns that these are not being followed, please don't hesitate to be in touch via the office email, these will be forwarded to myself and my Senior team.

You will also be provided with a guide for accessing the videos on the website, along with a password for gaining access but for now, I am pleased to share with you an outline of our plans below.

Plans for our children internet-based and website-based learning and provision:

Who?	When?	What?	Staff?	How?
Whole Federation	Twice a week assembly Tuesday Thursday	Story + moral (follow Assembly plan)	Mrs Kirby Mrs Hall (one each: all children access 2 assemblies)	Recorded and Uploaded Posted for access via website
Each Class	Recorded lesson Recorded lesson (see timetable below)	Maths – number work English – recorded book analysis Story + follow up questions (sent in the pack at start of the week) to be completed once story is over	Class Teacher	Recorded and Uploaded Posted for access via website



Each Class	Daily	Email Daily thought / challenge / task / communication	Class Teacher	Via class email
Reception	Daily	Phonics lesson	Class Teacher	Tapestry
All Children	Weekly and ongoing throughout week	Examples: Cookery lessons / art challenge / handwriting practice / key worker chats with children / creative time / PSHE/thought for the day/news-related / dance etc.	Teaching Assistants	Recorded and Uploaded

Timetable for class lessons:

w/c 8th June: Assemblies from AHTs - accessible for all children via website

w/c 15th June: Maths and English - accessible for class via website

w/c 22nd June: TA 'connectivity and wellbeing' videos – accessible for all children via website

Where there is a job share, one teacher will teach Maths, one will teach English. In EYFS, daily phonics will continue to be available for all children as before.

Year 6 is not included within the online provision as we have school opening for them from this week. Children in Key Worker Childcare will be able to access their online sessions with their teacher if they are in childcare on that day (and at that time).

We hope that you and your children will enjoy and benefit from this increased provision; all the Federation staff are working hard to make this possible and to give our children these learning opportunities.

Finally, we would like to thank you for your support. Leading the Federation at this time is a huge responsibility and one that we undertake with commitment and sincerity. It is our job to plan, make decisions and lead with the best interests of our children at heart. Your support will help your children to continue their education throughout these difficult circumstances and as we return and re-integrate them into school. It is vital that we work together and we thank you for helping us to do our best for our children and in our goal, despite the challenges and the separation we face, to continue achieving Excellence for All.

Kind regards.

Sarah Richards
Executive Head Teacher
Bramham Shadwell Federation

Susan Morgan
Chair of Governors
Bramham Shadwell Federation

Staff safeguarding guidelines for recording lessons:



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- Staff must wear suitable clothing, as should anyone else in the household who may appear in the background.
- Devices used should be in appropriate areas, eg. Not in bedrooms.
- Backgrounds must not compromise personal confidentiality or breach the guiding principles of safer working practice guidance for staff working in educational settings.
- Keep lessons to an agreed length to avoid disruption to the family and other demands upon their devices.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms approved by SLT and our IT network manager/provider to communicate with pupils.

Parental guidelines for recorded lessons:

- Please remember that these lessons have been recorded for Federation children and should not be shared.
- Please use the lessons to help your children connect with school and their teachers.
- Encourage children to try the follow up activities and to email any pictures to their teachers.

