Dear Parents/Carers,

I hope this letter finds you and your families well during these challenging times. Thank you for the amazing support to date with home learning- the effort from our pupils has been truly amazing and we know that does not happen without a huge amount of parental time, energy and commitment.

As shared in previous communication, our aim is to be able to introduce teacher directed sessions via Zoom to support learning for all year groups across the school. Although we had a robust and detailed contingency plan in the event of a further school closure, technical issues beyond our control have hindered our progress in this area. With the support of the Omega MAT and external consultants, we are hopeful that these are now resolved.

The online learning offer has so far offered stability and routines for those children who are able to learn alongside their peers with timely feedback and support from the class teacher. Our offer is to provide an engaging curriculum which is broad and balanced whilst maintaining a focus on basic skills in reading, writing and maths. According to research and the government's own guidance, the most effective way to do this is by aligning learning to the class curriculum as closely as possible, lessons chunked with video support and recorded input and modelling and feedback which is synchronised with the learning so that children have timely support and next steps guidance.

We are now able to supplement this with teacher directed, live support sessions which will allow children to access live support whilst also maintaining the provision of high-quality recorded teacher lessons and timely feedback. All zoom links will be accessible on Seesaw with the timetable for the day so children can access independently with ease. Teachers will also use this time to work with individuals or small groups to offer live modelling of a skill they have found trickier, to correct misconceptions or to move learning on.

We fully understand that some families, due to work commitments or other, are unable to access the timetable alongside the teacher and their peers. Please do not feel any pressure to adhere to the timetable; its purpose is to support with routine and stability and align the day as closely as possible to a typical school day. If you have any concerns at all or would like some guidance about which learning to prioritise, please discuss with the class teacher who will be happy to support. Unfortunately, due to safeguarding regulations, we are unable to record live input, however we are more than happy to support or discuss next steps with you and your child at a mutually convenient time. We kindly request that if parents wish to discuss progress, concerns, next steps or strategies, that they organise this with the class teacher aside from the live zoom sessions in order to maximise the opportunities for children to use this vehicle for learning.

In order to maintain established routines and learning behaviours, a graded rolling programme will be introduced as outlined below:

**Phase 1 Trial launch Friday 29th January**

***Live whole class pastoral session Staggered sessions from 1:30pm to 3:00pm***

Class teachers we will be hosting a live session across the whole school which will offer the opportunity for children in every class to have some time with their class friends and teacher. Children will have the opportunity to share any concerns or ask questions and teachers will be able support with well-being strategies and advice. These sessions are scheduled to take place from 1:30pm to 3:00 pm. Please refer to individual Seesaw pages where this information will be shared. In the meantime, if you could please familiarise yourself with the guidelines below that would be much appreciated. Please note that the zoom access does close once the session has started so latecomers will not be granted access.

**Phase 2 Monday 1st and Tuesday 2nd February**

***Morning welcome 9:00-9:10 daily***

***Maths support sessions via Zoom 9:45-10:15 daily***

Teachers will be offering live maths support during the maths lesson every day which will enable children to click on a zoom link and go through to the teacher for additional support or to discuss next steps and challenge if work is completed. This will allow teachers to personalise feedback and support and maximise engagement and understanding. At times, the teacher may request individuals or groups of children to join via zoom for a short session. For added ease, the zoom link will be added to the class page on Seesaw so that children can simply click the link and go through to the Zoom waiting room.

**Phase 3 Wednesday 3rd - Friday 5th February**

***Morning welcome 9:00-9:10 daily***

***Maths support sessions via Zoom 9:45-10:15 daily***

***English support sessions via Zoom 11:15-11:45 daily***

***Live assembly and dojo treat via Zoom 1:30pm-3:00pm weekly***

During this phase, children will access English support in the same ways as maths. A link on Seesaw will take children through to live support from the class teacher. Additionally, the teacher may direct children to access the link where it is evidenced from work completed that additional support or next steps guidance is required.

**Phase 4 8th February**

***Morning welcome 9:00-9:10 daily***

***Maths support sessions via Zoom 9:45-10:15 daily***

***English support sessions via Zoom 11:15-11:45 daily***

***Teacher led guided read session via live Zoom weekly with small group 1:30pm-2:00pm***

***Live assembly and dojo treat via Zoom 1:30pm-3:00pm weekly***

During this phase, the addition of a weekly guided reading session will offer all children the opportunity to read in a small group with the teacher. This will enable the teacher to give guidance and support as well as enthuse children to continue to read at home daily. Further recorded sessions and directed tasks across the week will further support engagement and progress.

Once again, thank you for your support to date. Please do continue to let us know what you think as we value your feedback whilst we work together to support each other as a community through this challenging period.

Kindest regards

Mrs Nichola Stewart Mrs Joanne Hewson

Assistant Headteacher Headteacher

Remote Learning Lead

***Please read the following guidance prior to accessing the Zoom link:***

As a school, we have taken all reasonable precautions to ensure our virtual classrooms remain safe and to guarantee the wellbeing of students as well as teachers during the delivery of these online sessions. In addition, we have been reassured by recent updates to Zoom which allow for a more secure online environment. Zoom offers end-to-end encryption so it is protected from outside interference. Zoom are GDPR compliant with EU regulations and further information can be found in the following link:

<https://support.zoom.us/hc/en-us/articles/360000126326-Official-Statement-EU-GDPR-Compliance>

Our teachers have been trained in safeguarding procedure and have been issued with a checklist to minimise any risks as much as possible.

These include, but are not limited to:

* Connection links are sent out to parents via Parentmail only and not shared via public forums.
* Students who choose to join without cameras will be asked to identify themselves. If they are not able to, they will be removed until they can.
* Unidentified participants will be asked to leave.
* Pupils will be required to wait in a ‘waiting room’ until other students arrive - the teacher will then admit the class.
* The zoom classroom will be locked so that nobody can access it once the session has begun. If pupils are late to the lesson, they will not be admitted.

*Please note that by joining any virtual meeting that is hosted by the school, you are agreeing to all of the information outlined within this letter. Please read the attached guidance for further clarification and guidance on Zoom.* ***We will assume that if you join any virtual meeting you are aware of the information below and consent to it.***

*Virtual Meetings - Guidelines for Parents*

*Please note that by joining any virtual meeting that is hosted by the school you are agreeing to all of the following. We will assume that if you join any conference you are aware of the information below and consent to it. Parents who have not given the school permission to use images of their children on the school website or in social media need to think carefully before allowing their children to join meetings.*

* *Codes for joining meetings will only be shared via Parentmail.*

*Codes will not be published on the school website or social media platforms as these are accessible to the wider public.*

* *Pupils must follow usual school behaviour expectations.*

*Pupils using inappropriate language or displaying any inappropriate behaviour will be immediately removed from the conference and will not be allowed to take part in any future events.*

* *Pupils must use their first name and initial when joining a meeting.*

*Pupils who do not use their name when joining the meeting will not be added by the class teacher.*

* *Meetings may be recorded.*

*Meetings may be recorded to protect our staff. These recordings will be saved on the Zoom cloud and on our local school server. This link directs you to the Zoom Privacy Policy so that you know where this will be stored and how Zoom will use your information:* [*https://zoom.us/privacy*](https://zoom.us/privacy)

* *Parents / carers must be available throughout the meeting.*

*Parents and carers must be with or in the vicinity of their child so that they know what is going on. Parents and pupils must remember that if you join a web meeting, everyone else will be able to see you. It is therefore important to be aware of might potentially be going on in the background.*

*Please note that meetings are being held for the benefit of the children. It would therefore be inappropriate for parents to ask things of the teachers in this public forum. This should be done in private via email or telephone.*

*We look forward to seeing and hearing the children very soon.*

 *Please contact Chapelford admin at* *Chapelford\_admin@omegamat.co.uk* *or contact the school office on 01925 712554 if we can be of any further support.*