

Dear Parents/Carers

As we finish our second week of remote learning we offer a sincere thank you all for the support and encouragement you have continued to give to your child and us as a school. We continue to find new ways to work and connect with the children through remote methods and appreciate your patience and engagement whilst we continue to develop our provision.

We completely understand that some of you are juggling many roles at once at this present time. Please be kind to yourselves and support your child in whatever capacity you have. We are following guidance on the amount of work to set per child each day but if your individual circumstances mean you are not able to complete everything each day, please just prioritise and complete what you can. Class teachers are always keen to see what children have completed so please make sure you submit their learning each day using the assignments section on Teams. We also know that our children are learning wider skills during their time at home so please feel free to share these when you submit the school set work too.



Please try your best to attend the live learning meetings whenever you can in order to stay connected with your child's class teacher and the rest of their class. Staff are constantly moving forward with the content that they are doing and looking at ways that your child can join in with them during these sessions.

This is a very difficult time for our whole school community and staff are working extremely hard to provide the support to both those in school and remotely. If you wish to speak to a member of staff, please phone the school office and leave a message and staff will return your call during school hours as soon as they are able to. Please understand this may not be on the day you call due to balancing many roles at once at the moment.

We have produced some answers to FAQ in case your query can be answered by one of these:

**My child isn't able to complete all the work set each day. Will they get into trouble for this?**

No. We have been given guidance on the amount of work to set and to keep introducing new content throughout this period which is very different to the last lockdown situation. It is important that your children keep learning throughout this period but we understand that this can be difficult as we are all in different circumstances. Please just try to complete what you can and submit the work they do complete so class teachers can continue to monitor progress and attainment.

**Sometimes there I have had difficulty accessing a specific task/sheet/link. What do I do?**

We often know that technology on different devices doesn't work in the same way. Try to open and search for it on Teams or on the timetable. If you click Ctrl and the link that can often take you into a link to a website. Let your teacher know on Teams and they will look into it too. If it still is not working, move onto something else and come back to it later once staff have had chance to look into it for you.

**How can I help my child who is reluctant to complete some work?**

We know that learning at home is very different to being in school. Try and set up a timetable of work to follow that includes regular breaks and rest activities. Involve your child in picking the order of the work so they feel involved too. Adapt the tasks if you need to and continue to support and encourage them to have a go and try. Class teachers are appreciative of all efforts that are being made and will continue to motivate and support through the online live sessions.

**I need to contact my child's teacher over something confidential. How do I do this?**

Please remember, Teams is our learning platform for learning help and support. Anything that is posted on there is visible to all. If you need more specific advice or to share something confidential, please email the school office on [office@havelockschoools.org.uk](mailto:office@havelockschoools.org.uk) and this will be passed onto the relevant member of staff or alternatively phone the schools on 01536 760486/760361. We ask that you do not try to email staff directly please as this is not part of our communication plan and staff must adhere to this. Staff will do their best to respond to your query within 2 working days.

### Can my child just complete some workbooks instead of the online learning?

It is important that children are given an explanation and introduction to work when they are learning new concepts. As we are continuing to teach new content, staff are introducing lessons with simple online introductions and explanations using a variety of resources. By using a workbook this introduction and explanation stage is not present and so a child may not understand what they need to do when the learning is new. We understand listening and engaging for periods of time is more challenging for younger children so we are keeping this short and providing a mix of activities and learning appropriate to their age and development.

### Contact Details

It is important to make sure that we have the correct information should we need to contact you. Please keep us updated with current phone numbers and email addresses so we are able to share vital information. Please ensure that you update these details via the school office.

We are very grateful for the support you are giving to the school and look forward to when we can all return to school together.

## PASTORAL SUPPORT

Please remember that Sam Foster is available as the Parent Link Worker for you to contact with any concerns or queries. She can be reached via email [SaFoster@havelockschools.org.uk](mailto:SaFoster@havelockschools.org.uk) or by phone 01536760361

Sam has put together some advice below on supporting your child during this period:

We are aware that home learning can be very stressful for all involved and that it is not always easy to keep children engaged and motivated when away from the classroom and their peers. Below are some tips that may help with this:

1. **Routine** All children and young people thrive on structure and routine. Wherever possible, try to stick to normal "school day" routines with your children so get up the same time as if they were going to school, breakfast, get dressed etc. and then ready to start the day at their normal time. A visual timetable of the day's structure and "to do" list is very useful. This will set clear expectations and give a sense of achievement as you can check things off the list. Children are much more likely to follow this also if they are included in making/designing the timetable.
2. **Frequent breaks** Children tend to focus for periods of between 10 -30 minutes before needing a break. Consider setting an alarm or stopwatch for a break every 20-30 minutes from learning. The breaks need only be a few minutes, maybe listen to a song, do some jumping jacks, play a game with a sibling etc.
3. **Snacks** Children tend to want to eat more when at home and plenty of small healthy snacks keep them focused and energised. Schedule in some snack breaks to the day's timetable and maybe consider a snack box full of fruit, veg and healthy snacks that they can choose from in those breaks.
4. **Encourage Movement** Children need to move their bodies frequently throughout the day. Allowing short movement breaks and time for some exercise or playing improves focus when learning. Some children also work better standing up.
5. **Fresh Air** The weather is not especially inspiring compared to the last time schools were closed but fresh air and time spent outside is proven to be a great concentration aid and will provide a boost to energy as well as improving sleep routines. If possible, try to factor in a daily walk or time spent in the garden to break the day up.

6. **Incentives** For many children, it is difficult for them to see home as a place of learning. Try to designate an area of your home that is for “school” and keep it free from distractions. This will help them to focus just as they have their own seat in school. (This could simply be an area of the kitchen table for example). The activities your child associates with home, for example, playing with toys or gaming, can be the incentive for when the work is completed – just as a normal school day.
7. **Be kind to yourselves** Most of us would not choose this situation and for many it is a very challenging time. Please be assured that we understand some days it may not be possible to complete all tasks sent home, you may have limited resources, you may have several children working at different levels from home, younger children that are demanding of your time and need more supervision and many of you are also trying to work from home whilst deal with the added worries of a global pandemic. Please be kind to yourselves, have some fun and laughter when you can, take some time to relax when you are able to and do not underestimate how much learning can be achieved by getting your children included in daily tasks such as preparing and cooking a meal, playing a board game together or simply reading a book before bed.

We appreciate all the work the children have been completing and all the engagement in the Teams sessions and are very proud of all of our children and what they are achieving in testing circumstances. Please remember we are here to help and you can contact us as usual in school hours.



**We are continuing with our Great Learner and Presentation awards in our remote classes each week. These will be shared on a Friday live meeting with the class and certificates emailed home.**