

Langar C of E Primary School

Barnstone Road
Langar
Nottingham
NG13 9HH



Head Teacher
Mrs E J Brown

01949 860056
Tuesday 5th January

Dear Parents,

It feels very strange to write this letter, and I am a little shell shocked to find us in this position again. The messages of support and understanding I have received both last night and this morning give me hope that we will pull together once more and maintain the sense of purposeful learning and collaborative community we have here.

Learning

You will be familiar with the website now, and the way in which home learning was carried out last year. We have reviewed the successes and made a couple of amendments and enhancements.

Our home learning will continue to follow the sequences of work we had already planned for this term, and continue to introduce new concepts, skills and knowledge. It is therefore vital that you support your children to engage as they will otherwise be missing out on learning accessed by their peers.

Class teachers will be setting weekly timetables for children with a good mixture of online and offline activities. These timetables will be uploaded onto class pages and can be accessed through the direct link or the link on the Home Learning page - [Home Learning | Langar C of E Primary School \(secure-primariesite.net\)](https://secure-primariesite.net). Children may need your support to complete some of these activities whilst others they are certain to be able to work on independently.

In the spirit of fairness, we do not want any child to be disadvantaged due to lack of access to technology. We will therefore ensure a good balance of online and off line learning is provided with the opportunity to come to school to collect resources for some tasks and projects. To ensure social distancing these will always be staggered according to surname as with our start and end of days. Some teachers will be providing resources for you this week and will notify you via the class page. Please come to the office tomorrow (wearing a face-covering) during your allocated slot and your child's teacher will bring these resources to you. If the timing is an issue, then let your child's teacher know via email and they will arrange an alternative for you.

Morning 9.00 – 11.00	Midday 11.00 – 1.00	Afternoon 1.00 – 3.00
Group 1 Surnames – A to J	Group 2 – Surnames K to P	Group 3 – Surnames R to W

We are also going to incorporate more opportunities for your child to be 'taught' by their teacher. This may be via a scheduled Zoom meeting, a video recording or a personalised prepared power point or Smart Notebook presentation. The pitch, expectation and frequency of these will be age appropriate and will not be uniform for all classes. In order for your child's teacher to be able to provide invitations to Zoom meeting and tutorials they will need your email address. ***Please email the class email account asap so that they have it.***

We will monitor children's engagement with home learning and expect, at minimum, to receive a weekly email with work submitted when requested, as well as their attendance in any virtual teaching opportunities. Should a child's 'absence' give cause for concern you will receive a phone call from the class teacher, followed by intervention from the Designated Safeguarding Lead.

Should your children exhaust the tasks set we have provided further links and activities on the Home Learning page.

Zoom

Teachers will begin to use Zoom for some sessions throughout the week. As stated above the regularity and length of these will be year group dependent and age-appropriate. It is imperative that the guidance below is followed to ensure this is a pleasant and safe experience for all users.

Zoom will run on all web-enabled digital devices, including desktop computers, laptops, and tablets. If needs must, it will also work on any smartphone, although a small screen is not ideal. Please ensure you have downloaded it prior to the first meeting. Each week you will receive an email invitation to join the Zoom meeting, which will be password protected, and on the day of the meeting you will be held in a waiting room until Mrs Richardson has verified who you are.

As you will be aware, any online engagement carries a number of risks and wish to mitigate them. But, by having clear guidance for all parties about the use of Zoom and the consequences for misuse this should be a straight forward and beneficial addition to our current home learning package.

Guidance for Pupils

At the start of the lesson

Be ready

Please enter the waiting room a few minutes before the lesson starts

You must enter the room with the video on.

You must use the correct version of your name.

During the lesson

Remember that every lesson and every Chat can be recorded. Just like when you are at school, you are personally responsible for your online behaviour and any misconduct or rule breaking may be captured and will be reported.

Guidance for Parents

Please be aware that the following apply to live lessons:

- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background.
- Language must be professional and appropriate, including any family members in the background.
- Videos may be muted for both pupils and staff if other children in the household become unsettled or cause a disruption.
- The same rules of conduct and behavior will apply as apply in the classroom and our Behaviour Policy can be found on the website as a point of reference.
- Parents and children do not have permission to record, screen grab or photograph the lesson.
- Any safeguarding issues or concerns about behaviour will be reported to Mrs Brown immediately by Mrs Richardson and the session may be recorded by them for evidence of this.
- The privacy agreement we have agreed with Zoom can be found here - <https://zoom.us/docs/en-us/childrens-privacy.html>
- Mrs Brown will also receive an invitation to the lessons and can access them at any point to ensure policy and procedure is adhered to.

Communication

We would like parents to communicate with class teachers via the class email addresses: class1@langar.notts.sch.uk, class2@langar.notts.sch.uk, class3@langar.notts.sch.uk and class4@langar.notts.sch.uk. Staff will check these daily, from Monday to Friday during term time, between the hours of 9.00am and 3.00pm. The purpose of these email addresses is quite specific and staff will not respond to emails that fall outside of their purpose or, more importantly, professional boundaries. Although the work and activities set are well supported via the online learning platforms we are using, and input given by teachers, we understand that there may be times when parents require clarification or guidance in order to support their child's learning. This is one of the reasons for providing emails. Please get in touch if you are struggling to support your child with the work set and the teacher will respond with an explanation, guidance or point you in the direction of a supportive resource. We would also like you to submit your children's work via the emails and teachers will likewise provide feedback via that channel.

If you wish to get in touch with the school regarding any other business, please email office@langar.notts.sch.uk, or ring between 8.40am and 3.20pm when we will certainly be here until further notice. Please continue to check the school website as it will be our main form of communication with you and the place where updates and information will be shared.

Safeguarding

The safety and well-being of your children is still at the forefront of our work even though we will not be able to check in on your children daily. If you have a safeguarding concern, or you are worried

please contact *Nottinghamshire Safeguarding Hub (The MASH)* on 0300 500 80 90. If you feel a child is in urgent need of help you should contact *Nottinghamshire Police* 999.

Childcare for Key Workers and Vulnerable Children

Until we notify you otherwise, the school will be open as we are providing childcare for the children of Key Workers and those classed as vulnerable. A separate email has been sent about this clarifying the people who qualify for this service. These children will be supported by TAs to access the same remote learning as the rest of their class.

Children in Receipt of Free School Meals

The Local Authority have arranged for weekly food parcels of essential goods, to be provided for children in receipt of free school meals (not Universal Free School Meals – Key stage 1 children). These will be made and ready for collection on a weekly basis. We will text/ email you of the day this will be once the system is up and running. Please inform the office if you are not going to engage in this service.

We appreciate your support in keeping your children engaged and supported. I sincerely hope you find all the tools we are providing useful, supportive, educational and fun!

Yours sincerely,

A handwritten signature in grey ink, appearing to be 'Mrs Brown', with a long horizontal stroke extending to the right.

Mrs Brown