



Howard Primary School

03-01-2021

Dear Parents/Carers,

Re: Temporary school closure due to COVID-19

Firstly, we would like to wish you all a Happy New Year even though this is not the start we had hoped for. The information in this letter is aimed to provide you with the school procedures during the following few weeks of remote learning and for those who will be learning in school.

FOR PUPILS ACCESSING REMOTE LEARNING FROM HOME

During this period of remote learning, please find below details regarding your child's home learning and activities that will be set.

Daily tasks

Each day your child can access work through their Google Classroom account. These tasks focus on a range of subjects including Reading, Writing, Maths and Foundation. Some of the tasks require children to 'turn in' a piece of work to be marked and others may be quizzes. Please complete and return all work on the day so the teachers' workload is manageable.

You will receive a timetable by Sunday evening of daily tasks that can be completed throughout each day but don't feel worried if they are not all able to be completed.

How often should a child log on to Google Classroom?

Ideally every day, but we understand this may not always be possible. Teachers will be on Google Classroom daily, providing they are well enough. If your child's teacher is unwell and unable to access Google Classroom, alternative arrangements will be made and communicated to you.

Will my child receive live lessons?

We are hoping to arrange Live lessons later on in the week. Each child will receive at least one live lesson from a member of the year group team. The subjects and style will vary each day and all other lessons for the day will be explained through the class stream announcements and pre-recorded lessons. Your child will not need to wear their school uniform for the live lessons and will take place through Google Meet. All instructions for the live lessons will be sent separately before the first meeting. If your child cannot make the live lesson, it will be recorded and posted on the classwork section for you to watch at a more convenient time.

We don't have a computer/laptop at home or we only have one computer and I need to work from home. What should I do?

Google Classroom can be accessed via a mobile, iPad and Android. It is preferred that children complete their work on a computer/laptop and directly upload it. Children are also welcome to record



Head Teacher: Jackie De Saulles (B.Ed.)
Dering Place, Croydon, CR0 1DT
Telephone: 02086884216
Email: office@howard.croydon.sch.uk
Web-Site: www.howard.croydon.sch.uk



Howard Primary School

their work on paper, take a picture on a mobile device and then upload it. Some tasks may not have a written outcome.

I am not a teacher, I am worried I won't be able to teach my child.

Across the school, we will set work that reflects your child's current year curriculum. Please don't worry if your child is finding the learning difficult and try to allow your child to work independently where possible. Our staff will be there to help if children are finding their learning particularly hard and we will offer feedback when necessary.

We care about the wellbeing of our children and staff. We understand and value the importance of a school/home life and work/home-life balance and consequently, Google Classroom will be active between the hours of 9am-3.30pm. Your child should be active, where possible, during these hours and our staff will be on hand to support your child during these hours.

Your child is welcome to post work outside of these times but staff will not be available to respond to questions or support learning outside of the school day. Beyond 3.30pm, our staff will be preparing lessons and responding to work that has been submitted during the school day.

Welfare

We would like to make weekly phone calls to check in with families. This is a good way to stay connected with you all and will be done by a member of staff at Howard over the next 2 weeks.

Online learning protocols

- Please remain on mute unless asked to unmute.
- The chat function should only be used to ask the teacher a question or to respond to a question asked
- All chat should be appropriate
- Where possible, adults should remain close by
- Children should be dressed appropriately

We understand that some children may find it harder to learn in this way and we appreciate how difficult it will be for you at home. Please let your child's class teacher know if you are worried about anything at all (through the year group email).

FOR PUPILS ATTENDING SCHOOL

Please notify the school as soon as possible if your child/ren will not be attending when we are expecting them to. No-one should attend education if they have symptoms of coronavirus or are self-isolating due to symptoms in their household.



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Uniform

Children should attend school wearing their normal school uniform. However, it may be useful if they have additional layers as the classrooms need to be well ventilated at all times.

Bubbles

Bubbles will continue to work separately. Those attending school will be supervised by a Teaching Assistant and one of the Class Teachers for that year group and will follow the planned curriculum engaging in the same lessons as the children at home.

Arrangements for the start and end of the day

Please drop your child off and collect your child from school at the blue gates closest to the school hall on Dering Place at the following times:

Reception-Year 2 8.45am - 3.15pm

Year 3-Year 6 9.00am - 3.30pm

If you have booked a place for breakfast and after school club at Sherwood, the school will look after your child once Sherwood have dropped the children off in the morning and likewise for the end of the day. If you have siblings who will be attending, please drop off all the children at the earliest time possible. We will look after your child until it is their turn to go to class.

We would kindly ask that you continue to socially distance whilst queueing outside the school gates.

Lunchtimes

A hot school meal will be available but children also have the option of bringing in a packed lunch. Children will continue to be kept apart whilst eating their lunch with some classes continuing to eat their lunch in their classrooms as they did in the Autumn term.

We hope this has explained everything clearly and thank you in advance for your cooperation and understanding in these unprecedented times. Please feel free to email SLT@howard.croydon.sch.uk if you would like any other information.

Yours Sincerely,

Miss De Saulles, Miss Handley and Mr Govinden

Howard Primary Senior Leadership Team



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