

'INFORMATION PART OPENING update :: 21 01 21'

INFORMATION:: PART OPENING:: SPRING 2021

The information in this document will be reviewed, adapted and re-communicated on an ongoing basis. Any update will be in red- please flick through!

Last update: 21 01 21

A survey will be sent to staff and parents on a two weekly basis to inform the review. This week's survey can be found at

https://forms.office.com/Pages/ResponsePage.aspx?id=DQSlkWdsW0yxEjajBLZtrQAAAAAAAAAAAAO_RdCbIRUMjUzM0EwUTM2SDITUDk2NVZTWTQ5WEFYVS4u

Next steps already agreed:

1. For pupils online, every other Wednesday will be a Wider Curriculum Day (non english and maths) for do 'pastoral' catch up day for groups. **This will start next Wednesday.**
2. For pupils online, all pupils should submit maths work daily and English work when asked for.
3. For pupils online, there will be a specific expectation re what wider curriculum work all pupils need to ha
4. For pupils online there is a new pick up time for resources/ books etc - this will be from 3.30- 5.00pm entrance

Some common themes from the latest survey: from parents and staff and progress with these

1. Functionality of Tapestry? We are exploring using google classroom as an alternative
2. Any chance of teaching online in smaller groups to better enable engagement/ also to help target pupils are very mindful of this as teachers and exploring possibilities- unlikely to be consistent approach across limitations/ dependent on age-. Various possibilities:- pre- recording of lessons and then live drop in for t into two teaching groups; pupils asked to stay on after the teaching session if they feel the need; interve settled; there will always be a second adult online to monitor need and answer questions; exploring the c has chat rooms.
3. Please can we try to bring down the number of pupils in school given high risk /can we discourage pupils represent risk but hard to teach?- Head has contacted all parents to share his concern-- all parents being could inevitably result in more pupils coming in in fits and starts. However teachers now would welcome need.
4. Can there be further clarity re what expected of pupils – ie what they need to learn by day/ by term etc? are presently so uncertainty re what manageable as well as some uncertainty about what exactly wanted
5. Can there be greater clarity re what expected of pupils on padlet eg a minimum level of engagement / h decisions:- 1. Every other Wednesday will be a Wider Curriculum Day (non english and maths) 2. There english and maths work all pupils need to submit. (See below in red in online learning section for more in
6. What are the best ways to track and encourage submission of work? Two decisions:- 1. Clarity re what e every day// English when asked for. 2. Clarity re which work will be given feedback. (See below in r and see next steps agreed above).
7. Can we think of different ways of helping pupils to interact online? Can we try to reinstate the 1:1 phone for pastoral catch up day every two weeks on a Wednesday - pupil online in groups
8. Will we be able to provide some paper copies of work/ plan more offline learning for those short of device
9. How are we going to get books to children at home? Systems now in place- see below under 'Remote le

Dear Parents and Staff

Concerns are being raised regularly in the media about those in our communities who, for one reason or another, find themselves in a more precarious position than others. We have been slightly overwhelmed by the generosity shown by this community in response to these concerns. Can I say a really heartfelt thank you to all those people who have donated money and devices over the last week.

I have now contacted all parents with children in school directly to share my concerns about the number of pupils in school. I have done this in the spirit of us all working together/ continuing to put our heads together to find the best ways forward (see also this document and the survey attached) and with a starting assumption that everyone is doing their best in difficult circumstances. I am not interested in 'challenging' people given the situation is quite challenging enough already. My only expectation has been for people to listen and try to work together.

I am mindful that three weeks later, the harsh reality of this lockdown is beginning to bite both emotionally and practically. The combination of routines broken; support networks fragmented and the weight of anxiety is taking its toll again. Undoubtedly for some people the challenges will be more numerous and more difficult but the trouble is, none of us are in a position to accurately 'judge' the needs of others. I feel our only option is to accept/ appreciate our differences and trust each other; is to remain flexible and willing to put ourselves out for others.

We have talked around a number of the concerns/ questions put to us in the last survey and come up with some ways forward. The survey goes out again this week so please if you feel your point has not yet been heard and/or you need to feed back on some of the ways forward, please please use the survey.

Hot dinners will be starting up again for those in school as of the 1st February. The choice will be simpler one- the hot dinner that day or a baked potato.

Can I put (as I always do) a strong plea out there to everyone to hold on to the children's good reading habits. Please try to maintain these above all else. Also please note that to be sure all children are engaging and progressing in their learning (something none of us can afford to let go of now), we need to try to treat the online learners as if they are in the classroom. With this in mind, we need their work submitted (see table at the end of this document). I'm sorry- I know everyone is trying so hard but, now that we are up and running, I need to insist on this. Last of all a quick update on devices. We have successfully recycled a number of devices and these are ready to go out to whoever needs them. We are also awaiting imminent delivery of 26 more. Please can I ask again- if you have any old devices going spare, we are taking donations and if you have need of another device, please let the office or your class teacher know asap.

Thank you all for your understanding and your patience and your generosity. At some point we will be looking back on all of this rather than living through it.

Kind regards

Mr Moss

SCHOOL LEARNING

Signing up for school

Please follow the link below to book your child a place in school. We will repeat this every 2 weeks. Please complete this and submit it by **12.00noon on Wednesday 27th January 2021.**

https://forms.office.com/Pages/ResponsePage.aspx?id=DQSIkWdsW0yxEjaiBLZtrQAAAAAAA AAAAO_RdCbIRUOVNTIJDRVhSNENMQTRYsjk4NEZNN0hWMS4u

Numbers in school

We have, at present, about 100 pupils coming into school across the week. This is partly because the key worker list has been extended and this number reflects the national picture. We will consider further requests but please be mindful we are treading a tightrope here between pupil educational and emotional welfare and staff safety and we are having to make some difficult decisions.

What do my children need to bring to school?

Washable bag

Inhalers- Please remember to bring in inhalers and medication, if we do not already have them in school.

Packed lunch (unless ordering a school one). If your child is eligible for Universal Free School Meals (Rec/ Yr1/2) or Free School Meals a packed lunch can be provided on the day - your child/ren will be asked what they would like in their baguette during registration. Please provide your child with a packed lunch if they are not eligible for either of the above.

Healthy snack- Fruit and veg has been cancelled. Please can we remind everyone to provide their child/ren with a snack for their break time while they are in school - please can we ensure it is either a piece of fruit / veg or a healthy snack.

Water bottle (but not Nursery children)

Hand cream- children bringing in their own hand lotion should make sure it has their name on it.

Reading records and books every day please

What should they wear?

School uniform to be worn.

Warm weather clothing- we will still look to work outside whenever possible

Shoes that are practical and sensible for outdoor learning. For the younger pupils- shoes that don't have laces or children that can tie laces.

PE Kits in by Monday please - we will keep these in school.

We would suggest that once your child arrives back home, they change their clothes immediately and the clothes they've worn at school are washed.

Entering and exiting school

We will be insisting that all adults entering the grounds wear a mask and remain socially distanced if they need to line up. **The previous communication said no exceptions regarding masks- this was unwise. There are clearly justifiable exemptions from mask wearing and we must appreciate our differences. Please be sure to wear a mask if you can and if not, then please maintain social distancing.**

Please be mindful that this virus now spreads more easily and we should not make too many assumptions about safety outdoors. Please keep a good distance away from other adults and step aside to let people pass where necessary.

Please can you make sure your child washes their hands with soap and water prior to leaving home in the morning and as soon as they return home in the afternoon.

Please bring as few people to the school as possible to limit the number of people on the school site- only one parent to accompany the child to school.

Please ensure your child is left under the supervision of a member of staff before leaving the school grounds.

The car park and drop off zone will be closed to traffic- this to allow safe flow of pedestrians into school. Please park away from school and walk in.

8.45 School starts

3.15 Pick up time

(Nursery please continue to come in at **9.00am** but please come to the main Nursery entrance via the gate on Church Lane and up the slope)

Entrances:

5/6- top field gate

3/4- bottom playground

2- up the steps and in the small gate outside Azure class

R/Yr 1- Common Gate and down

Wrap Round Cover- Breakfast Club and Fun Club will be on as usual. You need to sign up for it and pay for it online as usual <https://schoolcomms.com/> - Please email breakfastclub@minchscool.net or funclub@minchscool.net to book places up to February half Term. Please note, Fridays, are only open until 5.00pm not 5.30pm.

Lunchtimes

All children will have a packed lunch, either provided by home or ordered from school.

Children will eat in the hall or their classroom.

Please ensure children can open everything in their lunch box to enable us to maintain the social distancing guidelines. All rubbish from home packed lunches will be sent home.

Contact with school

Please phone or email wherever possible. The answer phone will not be used and admin staff will be available to answer any of your queries.

If you need a longer conversation to discuss your child, the office will organise a telephone appointment for you with the relevant member of staff so avoiding face to face meetings.

If you do need to come into the school –you will need to initially speak on the intercom. There will be a queuing system as elsewhere and hand sanitiser at the entrance, to use before you enter. Please try and avoid coming into the school office unless it is an emergency.

Contact with a teacher about learning

If you have any questions linked to your child's learning in school, then please contact the teacher/s teaching your child in school and if you have any questions about your child's learning online, please direct them to one of the online team. The email addresses of all teachers in each team should be on the class padlet page.

Please note teachers working in school may take longer to reply. Emails will be responded to after the school day and at least within 24 hours.

Teaching and learning

Mornings- Maths and English focus

Afternoons- other subjects

REMOTE LEARNING

English and maths remote learning will look to complement what is happening in school to enable those pupils who are working in both contexts to cross from one to the other with relative ease and to ensure equality of opportunity.

Online teaching-- direct online teaching 'slots' to avoid, as far as is possible, clashes with siblings working in other classes.

Daily:

- 8.30- 9.30 yr 3/4
- 9.30- 10.30 yr 2
- 9.00 - 9:30 yr 1 Phonics
- 10:15-11:00 yr 1 Maths
- 10.30- 11.30 yr 5/6
- 11.30-12.30 yr 3/4
- 12.30-1.30 yr 2
- 1.30-2.30 yr 5/6
- 1.45 -2.15 yr R (Thursdays) yr 1 (Monday, Tuesday, Wednesday) - sharing and talking the morning's learning

To access the live sessions, please follow these instructions:

1. Log on to your child's school email account and click on the nine dots in the upper right corner of the screen.
2. Click on Google Classroom.
3. Click on the + button in the upper right corner of the screen.
4. Click 'Join a Class'.
5. Enter the code/ joining link for your class

You only have to join once - not every time you log on, so most of the time they will only have to do steps one and two and then they will be in.

Once you have completed the above five steps, we will be able to send you Google Meet links for the live sessions. We will send a link immediately before each session is due to start. The link will be different every time, so you must follow the most recent link to access the correct Google Meet.

If you experience any technical difficulties, please contact the class teacher or the school office.

Please see individual letters for different phases for further guidance.

Some year groups will be pre-recording material to be watched at intervals throughout the day.

All lessons will be recorded for safeguarding purposes.

We want to establish timetables for pupil learning so pupils/ parents have a structure to work to and upon which to hang their expectations. We expect these to be fully embedded by the end of next week.

We are finding that some children are logging into Google Classroom via accounts that are not their own school email account. To maximise the children's ease of access to Google

Classroom, minimise confusion and ensure that we are doing our utmost to safeguard the children whilst they are working online please could you ensure that your child/ren only log in to Google Classroom via their own @minchschoo.net account.

IT devices for home

Consideration is needed for families without multiple devices.

If you have any spare IT devices at home, we are taking donations into school. We will recycle them properly and get them to families who need them. It goes without saying- please take off all the data you need before handing them in because all data will be removed.

If you have not enough IT devices at home, please let us know and we will work towards getting you either a recycled one or a new one. We have ordered a large number of Chrome Books.

Google Classrooms through Xbox and Playstations.

We know many families have to juggle a finite number of devices (laptops/tablets/phones etc) in order to facilitate access to live lessons and other learning activities. If your family has an X Box or PlayStation games console you may not know that these too can be used to access Google Classroom and all its functions.

Students who use a console to connect to Google Classroom can use their games controller as a mouse but need the addition of a simple keyboard for full use. If this is something that may be beneficial for you, then there are some brief instructions below detailing how to access Google Classroom via an Xbox or a Playstation:

How to use Google Classroom on Xbox One & Xbox Series X/S

The Xbox consoles each have access to Microsoft Edge - the web browser that comes pre-installed as part of the Xbox user experience. This can be used to access Google Classroom and EduLink.

1. Plug a wired keyboard into your Xbox One, Xbox Series X or Xbox Series S via one of the USB ports on the front or back.
2. Press the Xbox button top-centre of a game controller and head to "My games & apps" in the side menu.
3. Click on "See all", scroll down to "Apps" and you will see Microsoft Edge in the icons on the right-hand side. Open it.
4. Type classroom.google.com into the URL bar at the top and log in as you would on a PC using your school Gmail account.
5. You can either use an Xbox controller to move the cursor or a separate USB mouse plugged into one of the other ports.

How to use Google Classroom on PS4 & PS5

The PlayStation 4 has its own web browser that is easy to find on the PlayStation 4 (in the content menu as an icon with WWW written on it). However, it's currently a bit trickier on PS5, as there is no way to open the browser natively.

Instead, you can open the System Settings, then the User Guide. This will open up an online user manual inside a web browser page so you only have to change the URL at the top. Otherwise, the rest of the steps are the same.

1. Plug a wired keyboard and/or mouse into the USB ports on the PS4 or PS5 - each console should recognise them.
2. In the URL bar of the browser, type classroom.google.com and then log in using the details provided by your child's school.
3. You can now access Google Classroom.

Borrowing books from school

Pupils in younger classes are signed up to the online 'Bug Club' and/or " Little Owls " schemes which follows the phonic scheme they use in school.

If parents require:-

- 'paper copies' of reading scheme books for their children or
- library books,

they should email- library@minchscool.net.

Mrs Webb and teachers/ TA's will work together to prepare packs of several books.

If you can, parents, please include any information you think would be useful in choosing the right books for your child e.g. books and/or authors they've enjoyed reading, or maybe a genre or subject they particularly like - funny, adventure, animal stories...

Once we have chosen the books, you will receive an email notifying you of your collection day.

Books will be in a bag labelled with your child's name and can be picked up from the table at the school's front entrance between **3.30 and 5.00**.

You will not need to enter the building or inform anyone of your presence.

Book returns

To return the books, please put them in a bag labelled 'library returns' along with your child's name and class, then place them in the box marked 'Returns', also at the front entrance to the school.

We still have a number of books borrowed over the past 9 months that have not yet been returned to the school, - we would be grateful if you could check for any of these and return them to the school as above. Not wanting to state the obvious but we cannot lend books if they are not returned.

If you are returning books that belong to a class/teacher, please could they be put in a bag labelled with their name e.g Miss Tonner/Sapphire Class.

Picking up resources/ books etc from school

There will now be one standard pick up point and pick-up time for all books/ resources/ paper copies etc going home.

The pick-up point will be from tables put out near the main school entrance below the school office.

The pick-up time will be from 3.30- 5.00pm

You should be notified by your teacher if there is something for you to pick up.

Content of teaching and learning online

Focus of direct online teaching and learning (and pre-recorded) - maths, English, phonics, reading as well as for yr R/1- learning catch up and snack and chat.

Focus of Padlet - other subjects

Means provided for all pupils to show their English and Maths work - and receive feedback

Broader curriculum through Padlet/ Tapestry- means for pupils to upload their learning and receive feedback from teacher or class.

We have ordered mini-white boards and pens to support younger pupils recording work to upload online. We will find a way to get these back to you.

Expectations re completing and submitting of work

Subject	Complete and submit please
Maths	Daily
English	Regularly - upon request
Phonics	Daily
Reading	Daily, submit weekly
Other subjects	Broadly a choice but Some work will be priority complete and submit after ½ term (every other Wednesday devoted to subjects other than maths and English)

Feedback

Teachers cannot provide feedback for all work submitted.

They will be prioritising some work which they will give 1:1 feedback on;

the rest will be a mix of:-

- oral feedback live in lessons and in drop in sessions;
- feedback on the chat function online;
- sharing and commentary on padlet;
- pupils supported to self mark.

Pupils seeing each other/ pastoral

R/1 will be doing this in a more fluid, ongoing way

Year 2 to Year 6 will have pastoral drop-ins with groups of pupils across the day. On this day all English and maths work will be suspended and pupils will have the chance to complete some learning in other subjects from the padlet page, as well as joining one of the timetabled group sessions. The make up of these groups will be random and pupils will receive an invite.