

Bowes Primary School



Effie Demetriou - Headteacher

Bowes Road
London, N11 2HL
Tel: 020 8368 2552
Wilmer Way
London, N14 7HY
Tel: 020 8211 9088

Email: office@bowesprimaryelt.org

12th January 2021

Dear Parents,

I hope that you and your families remain safe and well. I would like to say a huge well done to all the children who have worked so hard engaging in their remote learning. I do hope the Chromebooks have helped ease the sharing of devices at home and everyone now has easy access to their Google Classrooms. I would also like to say a very big thank you and well done to the whole staff team who have gone above and beyond to ensure that we have learning taking place at home, as well as our in-school provision running for vulnerable children and children of critical workers. Everyone has adapted brilliantly, whilst also managing their own home circumstances as well.

Since my last letter outlining the remote learning that will be provided to the children, it was then announced that schools will remain closed until at least February half-term. Therefore, **from Monday 18th January**, we will move to **Tier 3** of our remote learning guidance.

As a reminder, below is the Tier 3 remote learning guidance:

Tier 3	Remote Learning
<p>Remote Learning for Full Closure over a period of time (whole school)</p> <p>We enter another 'lockdown' with total school closure.</p>	<ul style="list-style-type: none">• Subjects: Reading/Phonics, Writing, Maths, Science, in addition to other subjects as directed by the teacher.• Blocks of work: A weekly timetable of daily tasks will be set prior to the beginning of each week on Google Classroom for all children who are well enough to participate. These tasks will mirror as closely as possible the current class curriculum.• Quantity of tasks: These will be dependent on age/stage of your child.• Teaching: Regular 'live' virtual lessons by a member of staff and pre-recorded videos will be used as a tool to teach new content. In addition, teachers will signpost children to appropriate resources to enhance learning, e.g. Oak National Academy, White Rose Maths, BBC Bitesize, EdShed and First News.• Recording of work: Completed tasks should be recorded in your child's Home Learning book and uploaded to the subject folders on Google Classroom.• Monitoring of work: The class teacher will monitor the work completed and give individual daily feedback on tasks in each subject through Google Classroom.• Communication: There will be a daily 'Google Meet' question and answer session/catch up each afternoon. This will be an opportunity for children to discuss their learning and for the teacher/staff member to address any misconceptions and/or celebrate work completed. Children can contact their class teacher regarding their work through Google Classroom. Parent communication should be via the school office at office@bowesprimaryelt.org and not through Google Classroom.

Google Classrooms will run in the same way as they currently are, however each day, **from Monday 18th January**, there will be an English and Maths virtual lesson uploaded by a member of the year group team. These will be lessons for the children to access and follow at a time that is convenient in their day. As a staff team, we have been exploring different ways for the class teachers to personally deliver their lesson content. Each uploaded lesson could look different depending on the age/stage of the children, the lesson content/subject and the personal preferences of the teachers involved. The live 'Google Meet' in the afternoon will continue as an opportunity for questions and answers and as a catch up as a class. Thank you to all of our teachers who continue to embrace this new and very different way of working. We hope your children will enjoy this added layer to their learning at home.

With a large number of staff members required in school on a rota, the year group teams will be alternating who prepares, teaches and uploads the English and Maths videos. Feedback on work will continue in the same way, but please note that there will be times when class teachers will be in school teaching, so they may not be able to respond to comments on Look@Me/Google Classroom on the same day.

Now that children will be engaging with remote learning for an extended period of time, we thought it would be good to share our online learning protocols again to ensure everyone remains safe. These can be found on Page 3 of this letter.

We continue to update the Bowes website to ensure you are all supported during this time. Our [Covid-19](#) tab now includes dedicated pages for [Chromebooks](#) (including Online Safety), [Google Classroom](#) and [EYFS Look@Me](#). Within each of these you will find guidance, tutorials and information to support you and your children.

We will continue to keep you updated and do our utmost to support all our families. We look forward to welcoming everyone back to school as soon as it is safe to do so.

Thank you for your continued support.

Effie Demetriou
Headteacher

ELT School, Pupil and Parent Online Learning Protocol 2020-2021

School Procedures:

1. The lesson/Google Meet will be scheduled by the member of staff.
2. The school will arrange the date and times of the session and these will be shared by the lead member of staff. Where possible, an additional member of staff should be added to the session.
3. Class teachers will use the 'mute' function at times during the meeting to allow everyone to hear/be heard.
4. Pupils should use the text function to show they want to ask a question.
5. If the member of staff has any concerns regarding safeguarding or behaviour, they may contact the parent after the lesson to discuss their concerns. They will also inform the Designated Safeguarding Lead.
6. If the member of staff has any concerns regarding behaviour, they will remind the pupil how to behave. If the behaviour continues, the member of staff may decide to end the session. The member of staff will speak to the parent to discuss behaviour.
7. Sessions will be recorded by the school.
8. The member of staff will stay in the session until everyone has 'logged off'.

Pupil Protocols:

1. All pupils must ensure that they are wearing suitable clothing (e.g. not pyjamas).
2. We ask that all pupils engage in sessions to the best of their ability!
3. Pupils must adhere to the school's usual behavioural expectations.
4. It is the pupil's responsibility to ensure they attend all scheduled sessions on time.
5. They must sign in using their school Google account (no other personal accounts are permitted).
6. No sessions are to be recorded or photographed by pupils in any way.
7. Pupils should mute their microphones until asked to speak.
8. The text function should only be used to ask and answer questions not just to chat to other pupils.

Parent Protocols:

1. Organise your child to be in a quiet room/area for the session to reduce background noise and allow them to focus.
2. Consider the background where your child is sitting, ideally ensure it is plain and blank. It should not include any personal information (e.g. photos).
3. We ask that pupils are wearing appropriate clothing for these sessions.
4. When the session is over, pupils will be asked to leave the session.
5. There should never be a situation where a session takes place on a 1 to 1 basis with one teacher and pupil without another adult present.
6. Face to face sessions are for pupils and teachers only. All parent/teacher communication should be via the Bowes office.
7. Parents may not record, share or comment on public forums about individual teachers.
8. An appropriate adult must remain in the same room at home as the child during the session to monitor and ensure they are safe and using it appropriately.
9. All sessions will be recorded by the school.