



ST NICHOLAS CE PRIMARY SCHOOL

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Headteacher: Miss D McGrail

Wokingham Borough Council

Diocese of Oxford

5th January 2021

Dear Parents and Carers,

Following the announcement yesterday regarding school closures and the transfer to remote learning, we are writing to outline the provision we will be providing in line with our published Remote Learning Plan.

Pupils will be invited to an initial Teams class meeting as per the live learning timetable below, starting **tomorrow morning**. During this meeting, staff will provide a re-introduction to Teams and remind the children of the '2 day plan', which details your child's learning for this Wednesday and Thursday. The plans and associated resources for each year group are accessible via the Remote Learning page of our school website at <https://www.st-nicholas.wokingham.sch.uk/page/?title=Remote+Learning+Covid19&pid=75>. Staff will talk pupils through expectations and routines in this initial Teams meeting.

What will your child's home learning consist of?

The initial two days (this Wednesday and Thursday) are as per the '2 day plans' currently published on the school website. We will also commence the morning and afternoon live Teams sessions. This will provide staff and pupils with time to resolve any access issues with Teams and to build confidence in using the platform to access learning.

As of Friday, the full timetable of learning will start.

In Key Stage 1 and Key Stage 2, each child will be provided with learning and associated activities for English, Maths and one other subject per day. Resources will be provided through Teams. Each class will have two live sessions as shown below. These sessions will be used for teaching, clarification and to touch base with the children.

In EYFS, all learning and activities will be put on Tapestry. Your child will also have two live sessions per day where the children will touch base, listen to a story etc.

When will your child's live learning be?

We are aware that many children are sharing devices and so have taken this into consideration. Sessions will be recorded and uploaded to Teams to enable pupils to access them at a later time.

The timetable for live learning through Microsoft Teams is as follows:

Morning Sessions

9.45am	10.15am	10.45am	11.15am	11.45am
Longfellow Class (Years 4 and 5)	TS Eliot Class (Years 3 and 4)	De La Mare Class (Year 2) Blake Class (Year 6)	Donaldson Class (Year 1)	Milne Class (EYFS)

Afternoon Sessions

12.45pm	1.15pm	1.45pm	2.15pm	2.45pm
Longfellow Class (Years 4 and 5)	De La Mare Class (Year 2) Blake Class (Year 6)	Donaldson Class (Year 1)	TS Eliot Class (Years 3 and 4)	Milne Class (EYFS)

Please re-familiarise yourself with the online code of conduct, attached to this letter, prior to your child accessing teams. This was sent to all Year 1-6 parents in September, and will be issued to EYFS parents today.

How Can I Submit My Child's Work?

Some work, such as maths, may be self-marked with the answers provided in Teams. For other work, depending on what it is, you or your child can either:

- Upload the work into the Assignment section of Teams
- Take a photo of the work on your phone and upload onto Teams using the Teams app . This Youtube video explains how to do this <https://www.youtube.com/watch?v=o4EkhWw1ek>
- Take a photo and email it to the teacher

Teachers will make clear expectations for submitting work for each task set. EYFS pupils will continue to submit their activities and learning on Tapestry. We are really keen to celebrate pupil's work so please do email in photos or various activities you have completed, using your class email address stated below. Regular feedback will be provided on completed work and completion of assignments monitored by staff.

How Can I Contact the Teacher?

We welcome emails or messages on Teams chat or on Tapestry if in EYFS. If emailing, please email the relevant email address below, and not the school office. Staff will aim to respond within one working day (please bear in mind that some staff are also supporting Key Worker children in school during the day):

Class	Email Address
Milne Class (EYFS)	eyfs@st-nicholas.wokingham.sch.uk
Donaldson Class (Year 1)	year1@st-nicholas.wokingham.sch.uk
De La Mare Class (Year 2)	year2@st-nicholas.wokingham.sch.uk
TS Eliot (Years 3 and 4)	eliot@st-nicholas.wokingham.sch.uk

Longfellow Class (Years 4 and 5)	longfellow@st-nicholas.wokingham.sch.uk
Blake Class (Year 6)	blake@st-nicholas.wokingham.sch.uk
Requests for Teams password resets	ictc@st-nicholas.wokingham.sch.uk

If you wish to contact Mrs Hilling, the school SENCO, please email SENCO@st-nicholas.wokingham.sch.uk

We are really looking forward to catching up with all of the pupils and look forward to seeing them tomorrow for this new adventure together in our learning.

Yours sincerely

Debra McGrail