

ST MARY THE VIRGIN CHURCH OF ENGLAND PRIMARY SCHOOL

Hartfield, East Sussex, TN7 4AA



Learning with Love, Strength and Faith, following the example of Jesus

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Monday 4th January 2021

Dear St Mary the Virgin CEP Families,

Reopening 5th January 2021 and online learning update

We are writing to provide you with further details on how we are ensuring that St Mary the Virgin CEP is able to reopen safely to all children on Tuesday 5th January 2021.

The Government and Local Authority are instructing primary schools to remain open unless staffing difficulties mean they need to close to most children. The most recent advice from East Sussex County Council is that, considering the latest information available to us, we should continue to do all we can to open primary schools. This will be kept under constant review and we will keep you fully informed.

St Mary the Virgin CEP will be open to all children from Tuesday 5th January. We have updated our risk assessment to enable us to have staff and children back in school safely, and the full version is available on our [school website](#).

Key updated information:

- One parent to pick up and drop off
- We would ask that parents wear a mask at pick up and drop off, which staff will also be doing. Please ensure you leave the premises as soon as possible, do not stand in groups and be mindful to keep 2-metre social distance from others.
- We will be having no volunteers or visitors in school. There will be no Forest School until further notice and we will keep this under review.
- Mr Procter will be primarily working from home to reduce the risk of transfer between schools. This will be reviewed at the end of Week 2.
- All meetings will take place virtually.
- Swimming for Willow Class will be postponed during Term 3. We have provisionally rearranged these dates and will contact Willow families with more information about this as soon as possible.
- Music lessons from Red Butler and P.E. lessons with Mr D will continue as usual.
- The school will still be ventilated so please ensure your child wears layers under their uniform, as the weather turns colder.
- Please only send your child into school with the essentials for the school day – i.e. reading books, homework, P.E. kit, lunch box, water bottle etc.
- Breakfast and After-School clubs will take place as planned, each with its own risk assessment available on the [website](#).

If, in the future, schools are instructed to close to most children, we will continue to be open for vulnerable children and children of critical workers. Inclusion Managers will be in contact with you if your child(ren) comes into the vulnerable group category to discuss whether in-school provision is required. Please read the following information from the government to see if the critical worker criteria applies to you – please note, this has changed since the previous lock down: <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

In order for us to plan effectively and to update our records, we ask that **all parents** who consider themselves eligible for a place under critical worker status to fill in this [online form](#) by **12:00pm Wednesday 6th January**. Any forms received after this deadline will not be considered unless there are spaces available.

If individual children need to remain at home in quarantine, there is two weeks' worth of work on each class' page on the school [website](#).



Following a bubble closure, or whole school closure, we will move to online learning through Google Classroom, as detailed below and in our [previous letter](#) on 5th October. We also recommend that you remind yourselves of the [Remote Learning Policy](#) and the [Parents' Guide to using Google Classroom](#), as well as checking you have your child(ren)'s login ready.

Each pupil (from Reception to Year 6) has been provided with a login to access his or her class' work. This is also stuck into the front of their reading record and was sent as a letter home. They will not have access to send each other emails with this address: it is purely for use of Google Classroom and to allow them contact with their teacher when needed.

The details below set out what you can expect from St Mary the Virgin CEP if we move to online learning:

8.30-9.45am	
15 minutes 'live' morning registration with Class Teacher and Teaching Assistant. All children should attend and teachers will take a register. They will also share the overview of the learning for the day. These sessions are staggered to allow for families to share devices. Children should be muted and only 'unmuted' to allow for specific questions.	
8:30 – 8:45am	Year 5 and 6
8:45 – 9:00am	Year 3 and 4
9:00 – 9:15am	Year 1 and 2
9:15 – 9:45am	Reception (including 'live' phonics teaching)
During hours of the school day	
Children to complete the learning activities. This will include the following:	
<ul style="list-style-type: none"> Daily pre-recorded phonics for Year 1 + 2 (aimed at Y1 level). Daily pre-recorded Maths (Years 1 – 6) and English (Years 1 – 6) learning session (led by a teacher or using Oak Academy Trust resources) 1 daily topic-based lesson – this will either be a pre-recorded video or resources with clear instructions. 	
Pupil support sessions	
The Class Teacher and Class Teaching Assistant will hold a live Google Meet for one daily session to have a general question and answer slot from pupils and parents. There will always be two members of staff in these sessions and we would advise parents to also be part of these to ask any questions.	
If teachers identify that pupils require 1:1 or small group tutorials, they will arrange these with individuals.	
9:45 – 10:30am	Year 5 and 6
10:30 – 11:15am	Reception
11:15 – 12:00pm	Year 1 and 2
1:00 – 1:45pm	Year 3 and 4
2:15-3:30pm	
15 minutes 'live' session with Class Teacher and Class Teaching Assistant. This is to provide the children opportunity to share what they have done during the day or read a class story together. These sessions are staggered to allow for families to share devices. Children should be muted and only 'unmuted' to allow for specific questions or sharing.	
2:15 – 2:30pm	Reception
2:30 – 2:45pm	Year 1 and 2
2:45 – 3:00pm	Year 3 and 4
3:00 – 3.15pm	Year 5 and 6

How to contact staff during school closure

Teachers and teaching assistants will be available to contact during school hours of 8:30am and 3:15pm and messages that are received before or after this time will be responded to as soon as possible. The class email addresses will be live again and all contact with the teacher should be made through this email address or through Google Classroom.

Maple: Miss Munn, Mrs Boldero and Miss Bews

smv-maple@pioneerfederation.co.uk

Cherry: Mrs King, Mrs Fry and Miss Jane

smv-cherry@pioneerfederation.co.uk

Willow: Miss Roberts and Mrs Neville

smv-willow@pioneerfederation.co.uk

Lilac: Miss Banks and Mrs T

smv-lilac@pioneerfederation.co.uk

Please note that when the children are in school, any emails received at the class email addresses will not be responded to and any questions for teachers should be sent via the school office.



We appreciate that teaching your children at home presents many challenges, and that home schooling is not an option you would choose. This is especially difficult with some parents also trying to work from home at the same time and supporting more than one child. We are here to support you as much as we can and ask that you contact us if we can offer any further help or advice.

If you will be unable to access Google Classroom from home and need to discuss how we can support you with ICT equipment, please contact the School Office.

Please do not hesitate to contact your child's class teacher if you have any questions.

Yours sincerely,



Mr A Brundle
Chair of Governors



Mr J Procter
Executive Headteacher



Miss B Hare
Head of School