



Fleet Primary School

Fleet Road Hampstead London NW3 2QT

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Headteacher: Don McGibbon



Working From Home Protocols for Parents – January 2021

While schools are closed we would strongly advise all parents to follow the guidance given by government relating to movement and being outdoors – this should be minimal and only if entirely necessary. This is a difficult and worrying time for everyone. The children, like us, will need reassurance, and as much normality as possible. Later in this letter is an example timetable but this will need to be adapted to fit with your individual family's circumstances.

We would like to highlight the benefit of daily exercise, structure and routine on your child's mental health. Please see below for information on how we will be running for the next two weeks – please remember this is a unique and ever-changing situation and we are learning as we go. If we need to change any of the steps listed below we will send out an updated communication to you via the Parent Hub App and post on the school website. Thank you for your continued support.

Communication with school - Who to contact:

As we will be operating with a skeleton staff we cannot guarantee there will always be someone in the office to answer phone. Non-urgent general enquiries should be sent via email to the school admin account:

admin@fleet.camden.sch.uk

For specific enquiries

- For information on online learning and questions about work – contact class teacher via the school admin email address: admin@fleet.camden.sch.uk. Please put F.A.O. (class teacher's name/year group) as the message title. In the body of the email make sure to say which child the email relates to. Teachers will endeavour to respond via email or phone, usually that day, up to 4.30pm.
- Check-ins: Teachers and support staff will be using their personal mobile phones or land lines as they will not be in school. For this reason if you receive a call showing 'Call ID withheld' please answer as it could be the school.
 - For children in Y1-Y6, teachers will be holding a whole class 'Zoom' session on Mon-Thurs mornings. This will be an opportunity for the teacher to do a register and go through with the children the tasks set for that day. They can ask any questions they have before they work their way through the work for that day. This session will be 15 minutes and all children in the class are expected to be present for it. These sessions will be staggered by class to avoid siblings in a household having to be in Zoom calls at the same time. You will be sent the login details to connect to the zoom call via ParentHub/text. Please keep these details confidential. Please avoid interrupting these sessions as a parent. These are for the children and teacher to communicate. If you have any questions use the email or phone calls to address them.
 - Teachers will call each family at least once a week (outside of any specific calls relating to individual enquiries). This will be to speak to the child and parent.
 - Support staff will call to speak with each child every day. This will be to check how they are getting on with the work for the day – what they have done and what they are doing next. Answer any questions that may have arisen with the work.
- Safeguarding or internet-safety queries – if you need to speak to a member of staff during the school shut down regarding any safeguarding or internet safety issues there will be a member of the senior leadership team on duty in school. You can phone the school office and ask to speak to the staff member on duty with responsibility for Safeguarding. If out of hours and urgent you can contact Camden MASH and speak to the duty social worker on **0207 974 3317** during office hours or **0207 974 4444** out of hours.

Home Learning:

We know that this school closure is an inconvenience to you all and that you are not teachers, however, we know that you want to make sure your children are able to keep learning even if they are not in school. We will provide you with

as much as we can to support the learning at home. Please do contact us if you have any questions about work that has been posted – use the information above for how to do that.

- Work will go up on the website for the children to access (printable copies are available for collection on request – please contact the office or let the teacher or support staff member know when they call)
- Work will be provided that will take on average across the school 3 hours, in line with the government advice. This means that lower down the school it will be slightly less, while at the top of the school they might have slightly more.
- For Year 1 – Year 6, there will be work in English and Maths to complete each day along with tasks across the other curriculum areas to be completed throughout the week. Lessons for Maths and English (and some other subjects where appropriate) will include a presentation. This presentation can be printed and will introduce the teaching points being covered. There will also be a link to a video that will include the presentation along with teacher narration going through each slide.
- Hard copies of the presentations covered for the week will be up for the whole week at the beginning, while the videos will be added as we go through the week. Please avoid children working through more than a day's work and jumping ahead.
- Work for the following week will be uploaded to the school website no later than end of the day on Sunday of the week before.
- For EYFS, in line with the play based learning model found in school, learning task lists will focus more on hands on activities children can do to promote and develop different aspects of learning. This will obviously look and feel very different to how it works in year 1-6.
- Each class will have a page that can be found as a weblink at the following address:

<https://www.fleet.camden.sch.uk/parents/home-learning-for-school-closure-january-2021>

- You do not need to print anything out – tasks are given to be able to be completed on paper, ipad, computer, using household objects etc. We would ask you to record and share work with us via photograph, or if you record in MS Word or another digital format save as a pdf and email. We would ask you to email them in to the teacher via the school admin account admin@fleet.camden.sch.uk – please put child's name and class in the subject so the admin team can direct easily to the class teacher. Please send the work through regularly on completion so the teacher can assess and respond rather than wait until the end of the week and send it all at once.
- **If you do not have paper/pencils/pens or internet/devices and have not already let us know please do so as soon as possible and we will do what we can to support you – this includes if you have limited access to internet (for example having to use mobile phone data plans) as we have a limited number of data sims we can provide. .**
- As well as the weekly tasks set for each class, teachers have put up a number of general tasks and activity ideas on this page for children to do. There is information on the online learning resources we subscribe to which children have logins to use. We will over the next week send reminders to each family of their children's logins for the different sites. This is a big job as we need to send these individually as they are individual logins. Please bear with us if your child does not know their login or it isn't inside their home learning journal.
- The children who are able to come in to school due to both parents being key workers will be doing exactly the same work as those at home.

Exercise:

When the children are at school they have lots of opportunities to burn off energy – either at playtime or through PE lessons and swimming. Current restrictions do allow for time outside for exercise but it is important to maintain social distancing while doing so and also not to be meeting up with other children/families. Even inside, there are ways to

keep active and we suggest you build these sessions into your day – there are links on the website and in the task lists for each class for you to get ideas of what you can do.

Wellbeing:

It is incredibly important that you look after both your own and your children’s emotional wellbeing while you are off school. We have included a section with links to materials to support this on the school website. Please read the information there and explore the links – if you have any questions or need advice please contact us via the school office. Ask for a member of the senior leadership team to contact you and they will either call or email to offer advice and support. In terms of contact with friends we know that the community at Fleet is very strong. We would encourage you to support your child to stay in touch with friends using some of the web based communication tools out there. Being able to chat and connect with their friends will be important for them over this time. Utilising the class WhatsApp groups we know are set up would be a positive way to arrange virtual playdates and so give the children time each day to connect with a friend/s.

We understand that it’s going to be challenging over the next couple of weeks as parents and families are working from home. We are available if you need any help or advice. Just ask us.

Best wishes



Don M^cGibbon - Head Teacher



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Suggested Daily Timetable – Year 1-6

We understand that structure at home can be difficult to achieve but it is the best way to support a child and their learning. Many of you may have conflicts in terms of what you can do to support your child, be that multiple children needing attention, lack of device access across a family or needing to do your own work from home. Below is a suggestion of a timetable that would work with years 1-6 and follows closely their usual school day. Bear in mind that home learning is a far more intense way of working for the children than they would be doing in school – more 1-1 attention if you are able to give it and asking them to be far more independent than they would in school. For this reason, frequent brain and physical breaks for the children through the day may be needed.

For Year 1-6 (younger children might spend a little bit less than these timings on each task and slightly more on breaks; older children might be able to spend a bit more time on each task and slightly less on breaks)	
Morning	Afternoon
Exercise – use online resource or other indoor exercise activity (e.g. Joe Wicks) (15 mins)	Quiet Reading time away from screens (15-20mins)
Zoom session with class teacher (15 mins)	Curriculum area tasks – choose from list Art/DT/RE/Geography/History/Science/Music/Computing etc. (up to an hour – more than one task could be done in this time)
Maths or English lesson and activity (45mins)	Break/snack - maybe call/zoom with a friend/s (15-20mins)
Break/snack – maybe call/zoom with a friend/s (20-30mins)	If time and motivation still there repeat and do another Curriculum area tasks
Maths or English lesson and activity (45mins)	Story time (use teacher videos if available or read their own (15mins)
Quiet Reading time away from screens (15-20mins)	
Lunch (30 mins)	
Play a game – maybe call/zoom with a friend/s (15-20mins)	