



Fleet Primary School

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Working From Home Protocols for Parents – starting 23rd March 2020

While schools are closed we would strongly advise all parents to follow the guidance given by government relating to movement and being outdoors. This is a difficult time and worrying time for everyone. The children, like us, will need reassurance, and as much normality as possible. As they could be away from school for some time it will be important to put in place as much structure as you can within the house to their days. We have put up on our website (there is a link further down) an example timetable. 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 few weeks – please remember this is a unique situation that has never happened before and so 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. Teachers will respond between 10am-12pm each day via email or phone.
- Check-ins: Teachers will use 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 teacher.
 - teachers will call each family on a Monday between 12-3pm to check you are okay with that week's tasks and to discuss the work sent in from the previous week.
 - they will call again on a Thursday before 12pm to see how the children have been getting on with the work set that week and answer any questions they may have and generally have a chat and discuss the sending in of that week's work. This will look slightly different in EYFS where the tasks are more suggested activities to develop learning and may not have the same end product the older children will have.
- 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 and suggested activities will be posted on the school website for the children to do. This work will be in the form of a document detailing learning tasks and suggested activities for different subject areas and cover a week at a time. Any associated resources will also be posted on here – powerpoints, pdfs etc.
- Work for the following week will be uploaded to the school website no later than end of the day on Friday of the week before.

- Each class will have a page that can be found as a weblink at the following address:
<http://www.fleet.camden.sch.uk/Corona>
- 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 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. We ask for work to be sent in by the end of the day on Friday.
- **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.**
- 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 parent’s 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. If social distancing measures remain as they are and the suggestion to remain inside as much as possible to avoid contact this might seem difficult. However, even inside, there are ways to keep active and we suggest you build these sessions into your day.

Wellbeing:

It is incredibly important that you look after both your own and your children’s emotional wellbeing while you are off school and under isolation. 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.

Children Qualifying for Free School Meals:

Camden are working with Caterlink, our school meal providers to arrange for 10 day food hampers to be delivered to school for collection for any families whose children qualify for free school meals. These parcels will include food to provide you with food to make your children with lunches for a week at a time. We do not yet know when the hampers will be here. In the meantime, the school kitchen will provide a packed lunch for any family who qualifies for free school meals and who wants one. Let us know. When we know more information about the hampers we will communicate it. Likewise, when we know more about the government food voucher scheme we will communicate that too.

We understand that it’s going to be challenging over the first couple of weeks as parents and families and working from home. We’ll continue to be flexible in our approach and will seek feedback to adjust as necessary as we move forward. We are available if you need any help or advice. Just ask us.

Best wishes



Don McGibbon - Head Teacher