

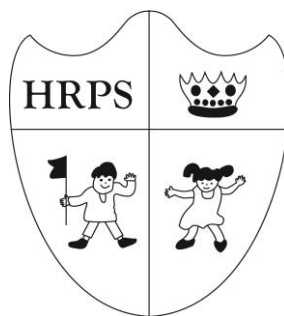
# Houghton Regis

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# Primary School

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5 January 2021

Dear Parents and Carers

Following on from the announcement by Boris Johnson to move to national lockdown and my letter shared last night directly after this announcement, I am now in a position to share further information about the school's offer in terms of remote learning for this half term.

For the majority of pupils learning will be moved on line. Parents should please note the following parameters:

- Staff will aim to reply to all emails and mark all learning pieces submitted within 48 hours of receiving them.
- The 'online' school will operate only between 8 am and 6 pm. No emails will be replied to outside of these hours.
- The 'Hello' feature on the stream in google classroom will be enabled from 9:00 am each morning. This acts as our daily register for each class.
- Please ensure pupils, especially those in the lower school, have access to adult support throughout the day.

Google Classroom will be used as the main platform for sharing work that needs to be completed alongside physical packs for families who require them. We have recently prepared a survey around families' access to IT equipment. Please complete this so we can best support all families' needs.

In addition to the learning packs and learning tasks uploaded on google classroom, we are aiming for pupils in Early Years and Key Stage One to receive a live daily phonics session. Further details around this will be shared by phase leaders over the next couple of days. Children in KS2 will now also benefit from videos of lesson inputs to support their understanding of new concepts.

Today, Ms Hewer, Mrs Bonney and I have allocated clear roles to staff for the next half term. This will mean some staff are focused on working with pupils remotely and others will be responsible for the children of key workers and those who are vulnerable in school.



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I share the table below so parents will know which staff will be allocated to work with your child. All staff and pupils are organised into phase groups. This arrangement begins tomorrow.

<b>Phase</b>	<b>Room Allocation</b>	<b>'In school' staff working with key worker pupils and vulnerable children in the building.</b>	<b>Staff leading home learning for pupils working remotely.</b>
<b>Early Years:</b> Nursery and Reception	Gold Classroom	Ms Banfield, Mrs Hill, Mrs Rundle, Mrs Gosling	Mrs Ingram, Mrs Gammon,
<b>Phase A:</b> Year 1 and Year 2 (KS1)	Purple Classroom	Mrs Bonney, Mrs Hickles	Mrs Consar, Miss Waller, Mrs Fennell, Mrs Keayes, Mrs Camfield
<b>Phase B:</b> Year 3 and Year 4 (Lower KS2)	Yellow Classroom	Mrs White, Mrs Norris,	Miss Yates, Mrs De Rouffignac, Ms McDonald, Mrs Cobb,
<b>Phase C:</b> Year 5 and Year 6 (Upper KS2)	Emerald Classroom	Mrs Reed, Ms Douglas and Miss Naisby	Miss Rogers, Mrs Scott-Hyde, Mrs Spalding, Mrs Church
<b>Additional support for pupils</b>		Mrs Osbourne, Mrs Basham	

### Leadership and Administration Staff

<b>Leadership Team:</b>	Mr Edwards, Ms Hewer and Mrs Jones	
<b>Admin Team:</b>	Mrs Malik, Mrs Brooke	

### Catering Arrangements

Please note key worker pupils will need to bring in a packed lunch as Luton Borough Council Catering Services will only be offering lunches to pupils in receipt of free school meals at this time. This week Mr Bond and his team will be kindly delivering lunches to children in receipt of free school meals who are working remotely. Further information around lunches and food parcels for pupils in receipt of free school meals for the remainder of the lockdown period will be shared with parents in this group separately later on this week.

### Cleaning Arrangements

Cleaning arrangements will be stepped up in the classrooms that key worker and vulnerable pupils will be using. This will include regular deep cleaning of all chairs, desks and surfaces several times a day. The rest of the unused classrooms will be cleaned on a weekly basis so they are dust free once lockdown ends.

### Google Classroom Organisation

Pupils in Early Years and KS1 will continue to be organised into the class (colour) groups on the google classroom platform.

However, children in KS2 (Years 3-6) will now be allocated to their **year group** google classroom space. Therefore all children from Blue Class and Emerald Class will need to accept invited into the new year group classroom. Parents of children in all other classes are automatically in the correct classroom spaces. Please contact your child's teacher via the class email account if you need any assistance with this.

### **Time of arrival for key workers and vulnerable pupils**

Pupils in the above groups who will be learning as part of the 'in school' group should arrive at the school between 8:45 and 9:00 am and be collected between 2:45 and 3:10 pm. These pupils should wear full school uniform to school each day and should be dropped off and collected to the classroom named in the table above. Arrangements for PE are currently being finalised and a separate communication will be sent out to parents of pupils being educated 'in school' towards the end of the week.

I hope this letter re-assures parents and carers of the robust and well balanced arrangements we have put in place for this half term. I would like to take this opportunity to thank parents and carers in advance for the additional efforts they will need to go to in order to support their children's learning and development this half term.

Yours sincerely

*James Edwards*

Headteacher

