



Queen Eleanor's Church of England Junior School
An Academy in the Good Shepherd Trust*
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Head of School: Jo Davies
Executive Head Teacher: Louise Johnson

20th April 2020

Dear Parents/Carers,

We have received a large number of queries today regarding work packs, structured timetables and teacher communication. The purpose of this letter is to attempt to address these questions.

Summer term work packs are now available on the school website, under the COVID-19 banner. Generally, each work pack contains approximately two weeks' worth of work.

As per our letter dated Friday 17th April, we have requested that where possible, these are either printed out at home or worked on directly from the screen on to paper. This is to prevent unnecessary travel into school.

However, work packs will be printed on request for those who need them, ready to be collected from the school office.

We are currently in the process of collecting all class timetables and year group curriculum maps from the teachers and should have these uploaded to the website within the next few days. This should provide some assistance with a daily work structure to those of you who require it.

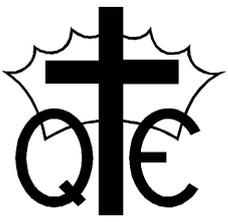
Alternatively, you may prefer to use the following example set out by Mrs Davies in her letter dated 19th March 2020:

Keep a Routine

To help children cope with an extended period of time off school, it will help to maintain a regular routine, that includes enough sleep, time for academic work set by the class teacher, time for relaxation, time for being creative, time spent outside (whilst observing social distancing rules) and meals at regular times. A great idea would be to create the routine together and give children the chance to include activities they would like to do too. Below is a rough idea of a timetable during school closure.

8am	Wake up, wash and eat breakfast
9am	Go for a walk / get outside if possible
9.30am	Chunks of academic work suggested by class teacher / project work / relaxation
12pm	Lunch
1pm	Chunks of academic work suggested by class teacher / project work / relaxation
3pm	Go for a walk / get outside if possible
4pm	Down time – reading, drawing, watching a film, playing a game
6pm	Dinner
8pm	Bed

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Please note that while we fully appreciate the need for routine and structure in these unsettled times, Mrs Davies continues to encourage the importance of life- skill activities and outdoor time. Whilst many parents will be working from home and need to be able to set their children to tasks, it is highly recommended that you make time where possible for this and do not feel pressurised to complete work packs within a given time frame. As mentioned above, each pack contains approximately enough work for two weeks but please do not worry if you cannot achieve this and similarly please do not over-do it. In these circumstances, it is unrealistic to expect children to maintain a six-hour school day.

Concerning communication with teachers, there have been several suggestions of virtual classes or Zoom chats. We agree that video communication can be a good tool to use and with the value this can add. However, we have currently made the decision to produce work packs for the children, as we are aware that many of our families as well as home schooling are also working from home and therefore have restrictions to the amount of access the whole family has to computer facilities and the internet. We have also offered to print packs for families for collection where there is not computing, internet or printing facilities at home. The pack system allows the same information to reach all children - both those who can access online and those that require the paper version.

Furthermore, several staff members are working an on-site rota with key worker children and therefore would not always be available for their own class lessons.

That said, our leadership team recognised early on that interaction with teachers is key. This is the reason for staff using the Dojo pages, so that they can still interact with families and children. We will continue to explore ways to utilise the existing framework we have set up and have requested that teachers are available wherever possible. Please feel free to send any work related queries from either yourselves or the children at all times on dojo. Also remember to log on daily to check for communication from your teacher.

We hope that this has cleared up any uncertainties and once again thank you for your understanding and cooperation during what is an unprecedented situation for all of us. We continue to welcome your input and suggestions and while we try where possible to implement these, there are times where our existing measures need to remain in place in order to keep school access the same for all of our children.

Kind Regards

The School Office on behalf of Mrs Davies

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