



Children are at the centre of everything we do

8 January 2021

Dear Parents/Carers,

### **Remote Learning/Google Classrooms**

I am pleased to be able to report that this week has gone very well – we have delivered remote learning via Google Classrooms to all year groups except Nursery as well as having over 40 eligible children in school from Wednesday 6 January.

I am grateful to all of you who have contacted me and my staff this week with your observations/feedback on the remote learning delivered – this has generally not been about the content but around the mechanics of delivery and we have taken the points raised on board (see below). I am sure you will understand that as a Headteacher I need to carefully balance what is reasonable for my staff to manage in terms of workload bearing in mind their own personal circumstances and what is manageable for you as parents taking into account that no one family's situation is the same.

### Remote Learning Policy

The Department for Education helpfully delivered some more guidance to schools on 7 January around remote learning and I need to spend the weekend processing this and as to whether this will impact on our offer in any way. In all the circumstances I trust you will understand that I will not be asking governors to ratify our revised Remote Learning Policy quite yet. I will do so shortly and circulate this to you once it has been agreed. The Government requires us to publish this on the school website prior to 25 January.

### Remote Learning this Week

We had anticipated that there would be some teething problems for both staff and families, as we are delivering remote learning in a different way to during the first national lockdown. We are pleased to note that the issues that have arisen have been very minor.

We have listened to your feedback and would ask you to note the following:

1. All work will be uploaded to Google Classrooms at 6pm on the previous day (rather than 8am on the day the work is to be undertaken) to support working parents. This will mean that Monday's home learning will be uploaded on Sunday night at 6pm.
2. The remote learning deadline for submission of your child's work is 3pm each day. The class teacher will acknowledge the submitted work and provide feedback where necessary. If you have any difficulties with meeting the deadline, please contact your class teacher, via email. For those families who have contacted their children's class teacher already, adjustments have been made. The Maths and Writing will be marked, where appropriate and the theme work acknowledged by staff. I am sure you will agree with me that it is not reasonable for me to expect my staff to be doing any marking late into the evening. The process of marking enables staff to adjust accordingly the planning for the next day, hence why we have a 3pm deadline which I am pleased to report that the vast majority of parents have been able to meet.

3. Here is a reminder of the advice given previously on how to access your child's comments when you have submitted a photograph of their work:

*'To view this comment, you need to open the document in a new window. To do this, you need to select the photograph of the work, click on the icon on the right hand side of the page with three dots, click 'open in a new window' and then hover over the work. The teacher's comment will pop up. Once you have seen the comment, you **do not** need to resubmit the piece of work. This will be the consistent approach from all class teachers from this week on. We have been made aware that when trying to view your child's comments you cannot view them when using certain phones and tablets'.*

#### Remote Learning from Monday 11 January

I am attaching to this letter protocols for you to follow with your child/ren during the 'class meet and greets' along with a timetable for when these will take place. I should add that our aim is to ensure that children that are in school on the days that 'class meet and greets' take place will be supported by staff to access the children joining these sessions at school. Parents of the children in school may join the sessions if they wish. Please see below timetable

#### 'Meet and greet' timetable (25 minutes approximately)

**These will commence from Friday 15 January.**

<u>Time</u>	<u>Class 'Meet and Greet'</u>
10:30am	Nursery (Not operating week of 11 January)
10:30am	Reception
10am	Year 1
9:30am	Year 2
9am	Year 3
9am	Year 4
9:30am	Year 5
10am	Year 6

Some of you have asked for daily teacher contact via Google Meets. At the moment, this will only take place on Monday and Friday. Please do remember that whilst some of you may welcome a daily face to face session for others (particularly working parents) this is another commitment to fit into their day not least because we are asking that you attend with your child for at least one of the sessions. Daily contact is of course being provided via your child's 1:1 feedback on their work and through your communication via class teacher email through Google Classrooms.

I will repeat what I have said previously that I appreciate that for some children, a 'meet and greet' and/or remote learning can cause some anxiety. If you have any concerns please do not hesitate to contact school via [admin@greenway.herts.sch.uk](mailto:admin@greenway.herts.sch.uk) or Ms Roe on [dani.roe@greenway.herts.sch.uk](mailto:dani.roe@greenway.herts.sch.uk).

I am very conscious of the fact that what we are doing is new for all of us and am grateful for the strength of your support. I am as ever very grateful to my staff – it is sometimes hard reading some comments in the media about the teaching profession but knowing that we have your support means a very great deal to us.

Whilst my staff may not be in school with your children over the coming weeks I know from this week that they will be dealing with emails from you first thing in the morning and based on the work submitted by your children and any feedback from you, planning, preparing and uploading the following day's learning - to cater for every child in the class, this often involves providing different sets of differentiated learning. Staff will be providing feedback and marking and acknowledging children's submitted work. I know that staff have really enjoyed seeing the work being submitted and have valued the positive feedback from parents. This week's work has largely come through from the children during the day, which is helpful for staff although it has also been submitted really very late at night which has meant that it has not necessarily been marked on the day submitted!

Do continue to let us know if you have any queries or concerns but, in the meantime, I hope that you are able to relax with your families over the weekend ready to start a full week of learning.

Regards

**Katharine Ellwood**  
**Headteacher**