



# St Cuthbert's C of E Primary School

The Chase, Great Glen, Leicester LE8 9EQ  
Tel: 0116 2592764

Headteacher:

Mrs Jenny Hawkins

Fax: 0116 259 3248  
Email: [office@stcuthberts.leics.sch.uk](mailto:office@stcuthberts.leics.sch.uk)  
Website: [www.stcuthberts.leics.sch.uk](http://www.stcuthberts.leics.sch.uk)

*Committed to safeguarding children*

5<sup>th</sup> January 2021

Dear Parents/Carers,

Thank you for your patience and understanding as we put our plans in to action in response to the Government announcement yesterday evening.

On our website you will find our full remote learning policy but I have pulled out and made some additions to scenario 5 as this is the procedure we will follow based on the most up to date advice.

When children are working at home, our school will use Zoom to communicate with children and Blendspace to provide access to remote learning assignments, activities and recorded lessons. To keep children and staff safe there is a strict safeguarding protocol which everyone must follow very carefully. Please read the section on **Remote Learning Safeguarding Protocol** at the end of this letter prior using our resources tomorrow.

## **Scenario 5: the whole school closes because there is a full national lockdown**

### ***In the case of a local or national lockdown teachers should continue to attend work in school.***

Key workers' children will be taught in their usual classes by their class teacher where possible however teachers will also be providing education for the children who have to stay at home.

With the help of support staff, provision for key workers' children in school will be aligned with the remote teaching being provided for the children at home.

Sometimes, teachers in the same bubble, or year group or phase, may take turns either to interact on Zoom with the children at home or the key worker children in school.

Children learning from home are offered the opportunity to log into Zoom for a daily catch up with the teacher and children within school and to review the day's activities. If the teacher is unwell and unable to lead the Zoom chat, a member of the schools support staff (teaching assistant, cover supervisor or Senior higher level teacher assistant) or a member of the Senior Leadership team will hold the session.

All children whether at home or in school are welcomed to join a Zoom Collective worship/assembly with Mrs Hawkins at 9:15am each week day morning.

**Mrs Hawkins is inviting you to a scheduled Zoom meeting.**

**Topic: Good morning**

**Time: This is a recurring meeting- week days at 9:15am starting on Wednesday 5<sup>th</sup> January 2021**



School administration and technical staff will ensure all pupils have:

- paper-based learning resources where a suitable device or internet access is not available (please request these by calling the office)
- A letter from the teacher to explain remote learning resources and link to the year groups Blendspace and Zoom sessions.

**(These can be collected by someone within the household from the school office or can be delivered to families who need them (by one other family member, nominated friend or neighbour, or by a member of school staff)).**

#### **Providing feedback on work:**

- Pupils can bring any work completed in to school at the end of the lockdown period for the teacher to look at and give verbal feedback on.
- During the lockdown time, images of work or documents can be emailed to [office@stcuthberts.leics.sch.uk](mailto:office@stcuthberts.leics.sch.uk) addressed to the teacher. All work submitted will be acknowledged by the class teacher and feedback given as soon as possible. Work can also be placed in the box outside the main entrance during any daily exercise. Please ensure it has your child's name and class teachers clearly visible and you follow social distancing measures while on the school site. Teachers will respond to the work sent via email as soon as possible.
- Discussions can take place about the work set in the daily Zoom catch – up with the teacher and class. If the teacher is unwell and unable to lead the Zoom chat, a member of the schools support staff (teaching assistant, cover supervisor or Senior higher level teacher assistant) or a member of the Senior Leadership team will hold the session.

In the letter from the teachers that accompanies the home learning, they have set out an overview of learning so the children can see what will be covered. Class teachers will discuss expectations for the following days learning during the Zoom call so that the children are clear what is expected of them.

#### **What you can do to help**

We appreciate that this situation may present many challenges for you. Of course, we are aware that some families may not have access to the internet or devices that they can use at home, in this case, we will provide paper packs for the children. We do have some laptops for those who have no IT access, please contact the school office if either of these are needed.

We also understand the huge pressures that families are under at the moment and as long as we keep communication open between home and school, we will support you in whatever way we can.

#### **Our top tips:**

- Try to encourage your child to be ready and dressed for the start of the school day, joining the Zoom assembly at 9:15am and to complete all activities ready for the Zoom meeting in the afternoon
- Distinguish between weekdays and weekends, and make it clear when the school day is over, to separate home and school life
- Plan breaks and exercise into the day to help keep your child active

Our children, their safety, their health and their education is the most important thing to us all. Please keep in touch with us and do let us know if you're having any difficulties with remote learning, or if you have any questions.

Thank you for your continued support.



Mrs Jenny Hawkins  
Headteacher



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## Remote Learning Safeguarding Protocol

When children have to stay at home, our school will use Zoom to communicate with children and Blendspace to provide access to remote learning assignments, activities and recorded lessons. To keep children and staff safe there is a strict safeguarding protocol which everyone must follow very carefully.

**All parents and carers must read the protocol below carefully**

### Joining the Zoom session

- The teacher will set a day and time for the call and send an invitation for your child via a parent letter on Parent mail
- Your child will need to click on the link to join the catch up session at the given time.
- You should be able to join the call from a smartphone, tablet or laptop as long as it has a microphone and speaker.

### Safeguarding Protocol

- Children should be dressed in clothes suitable for school
- Anyone else who might be seen on screen during the call must also be appropriately dressed (e.g. parents and carers, siblings)
- Please make sure that your child joins the call in a shared area of your home, e.g. living room, dining room, kitchen, and **not from a bedroom**. A neutral background such as a plain wall would be ideal. If this is not possible, please check the background behind your child to ensure that it is suitable to be visible to others on the call.
- **If you have any concerns about your child, family or home being seen on screen by others you may choose to turn off the camera for the call.**
- A parent or carer should remain in the room with the child while they are on the call but should not be visible on the screen or speak to the teacher or other children.
- Language must be professional and appropriate, including any family members who might be heard in the background of the call.
- Calls must not be recorded or screenshots taken by anyone other than the school.
- Normal school rules will apply during the call including:
  - being on time
  - behaving respectfully towards others
  - following instructions
  - listening to the teacher as they are talking.
- Teachers may have to remove a child from the call if the rules above are not followed.
- If the teacher has any safeguarding concerns during the call, these will be followed up in the usual way according to the school's Child Protection Policy.
- Staff will continue to use CPOMS to record any safeguarding incidents or concerns. Staff will consider the online safety policy at all times.



## Code of Conduct for Parents and Carers

St Cuthbert's Social Media Code of Conduct for Parents and Carers will apply to remote learning calls. In particular:

We expect parents and carers to behave in a respectful, civil and courteous way online and will not tolerate any of the following online behaviours:

- Sending or posting abusive or unkind messages to or about parents or teachers
- Posting anything negative or unkind about fellow parents, pupils, the school or its employees on social media
- Complaining about the school's policies, values and methods on social media

*(We welcome constructive feedback, provided in the right way, either by email or over the phone to school staff. Teachers and school leaders are always happy to listen and talk to parents to address any concerns they may have. Complaints should be made following the guidance outlined in our Complaints Policy:*

- behaviour on social media which is likely to damage the reputation of the school, or any member of staff

This applies to any comments relating to anything to do with the teacher or other children that is observed during remote learning sessions and includes social media platforms, such as Facebook, Instagram, TikTok or Twitter, and messaging apps, such as WhatsApp.

Breaches of this code of conduct will be taken very seriously by the school and the Governing body. Breaches could lead to the school withdrawing access to online remote learning for the children of the family involved.

Posting illegal, defamatory, or discriminatory content could lead to prosecution.