



Head of School Mrs L Tylee

Tuesday 5<sup>th</sup> January 2021

Dear parents and carers,

### **Re: National Lockdown**

I hope that you had a restful and enjoyable holiday and that this letter finds you safe and well.

Following the announcement of the new national lockdown, we will be following government rules on the opening of schools. We will remain open for vulnerable children and the children of critical workers. All other children will learn remotely until February half-term.

The message from the government is clear: if children can stay at home, they should do so. Transmission rates are rising, and the rationale for closing schools is to limit the transmission of the virus from children to adults. If the majority of children stay at home, we will be able to offer a high-quality online education to all, with all children following a rigorous online timetable. Teachers will be able to check-in live with their classes and provide recorded materials that will be invaluable to families who may only have one device to share. The feedback when we moved to online learning last year was very positive, and this was because the teacher could concentrate solely on planning and delivering to the whole class at home.

### **Expectations**

**Online learning is mandatory. A register will be taken in each lesson. Our online timetable will begin on Monday 11<sup>th</sup> January.** However, we will be providing remote learning and set up support for all the children on Thursday 7<sup>th</sup> January and Friday 8<sup>th</sup> January. If your child cannot attend a particular lesson, please email the office to let us know why in advance.

In each lesson, children should:

1. Be ready, at the computer, 5 minutes before each lesson, have all appropriate equipment and books ready, and enter the waiting room.
2. Keep cameras off at the start of the lesson.
3. Mute themselves, unless they are answering a question.
4. Not use the chat function unless asked to.
5. Not log in to the meeting outside the lesson times, or use the chat function.
6. Remain focused on the lesson, e.g. no other devices to be used, no food eaten during the session.

### **Timetables**

Each class has their own remote timetable, which will be emailed to you. Remote teaching is indicated by the coloured squares. Children should log on to Microsoft Teams, through [www.office.com](http://www.office.com), using their school email addresses and passwords. The timetable will be reviewed after Friday 22<sup>nd</sup> January.

### **Passwords**

Passwords and email addresses for Microsoft Teams will be text out to parents on Wednesday 6<sup>th</sup> January. Pupils should already have their mathematics information. Tutors and class teachers will call all pupils on Wednesday 6<sup>th</sup> January and Thursday 7<sup>th</sup> January to check that they have this information and are able to login.

### **Collection of subject books and stationery**

Your child needs an exercise book, their textbooks, and stationery, Please come to school at the following times to collect these items, with your child. They will need their school bag or two strong carrier bags.

Bring your child to the gate, where a member of staff will meet you. Your child will then enter the building, collect their books from the classroom, and return to you. Adults should wear a face covering, socially distance at all times, and remain outside at the gate. Only two children will be allowed into each class at one time.

The following times are allocated for pupils to collect their books:

| <b>Year Group</b>           | <b>Date</b>                     | <b>Time</b> | <b>Gate</b> |
|-----------------------------|---------------------------------|-------------|-------------|
| EYFS                        | Monday 11 <sup>th</sup> January | 9am – 11am  | EYFS        |
| KS1                         | Monday 11 <sup>th</sup> January | 9am – 11am  | Main        |
| Year 3 and Year 4           | Friday 8 <sup>th</sup> January  | 9am-11.00am | Main        |
| Year 5 and 6 (including RB) | Friday 8 <sup>th</sup> January  | 1pm – 4pm   | Main        |



These exercise books and textbooks MUST come back to school after lockdown.

#### Access to Devices and the Internet

Microsoft Teams can be accessed on phones, tablets, laptops and computers. You will need a good 3G/4G connection or broadband.

We have:

- a small number of devices, dongles with access to the Internet

These are to distribute to children for online learning. We aim to prioritise the distribution to those with the highest level of need. Please ask us for a device, if necessary, and we are happy to help.

#### Afternoon Form Time

This is a time for children to share their work with the form teacher and touch base. Children can bring up any challenges they have had during the day.

#### Critical Workers

We ask our families to support us by only sending children to school if there is no other option. These low numbers of children can then be supervised by staff to complete the online lessons (delivered by the teacher) via computers in school. Depending on numbers, this may be a combined service between Millbank Academy, Pimlico Primary and Churchill Gardens, as in the first lockdown.

If you absolutely do require a critical worker or vulnerable child place, then of course we will support you with this; the provision will run from 8.50am to 4pm. To request a place, please email [office@churchillgardens.futureacademies.org](mailto:office@churchillgardens.futureacademies.org) by 2pm on Wednesday 6<sup>th</sup> January with details of your job title and employer.

A full list of critical workers can be found here: <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

#### Children with Education, Health and Care Plans

We will remain open for children with EHCPs. If your child has an EHCP, you will be phoned about this provision before Thursday.

We will continue to work hard to support all our students, parents and teachers during the coming weeks and communicate with you regularly as soon as we have further information. If you have any queries in the meantime please do email us.

We are mindful of the extra burdens and challenge this situation places on you as families, and on our staff. I am grateful for your patience and support in these circumstances.

Kind regards,

Mrs L Tylee  
Head of School

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