

Caythorpe Primary School
High Street
Caythorpe
Grantham
Lincs
NG32 3DR

01400 272600
www.caythorpe.lincs.sch.uk
enquiries@caythorpe-cit.co.uk

Headteacher: Mrs K Brockington

Sunday 10 January 2021

Dear Parent/Carer,

I hope you are all keeping safe and well. As I'm sure you can imagine, it has been an incredibly busy week for all staff at Caythorpe Primary School, who have worked tirelessly to set up remote learning for pupils at home and organised provision in school for critical workers and vulnerable children. Thank you for your ongoing support and for all of the messages of praise for the efforts of the staff who are working in extremely difficult circumstances. A huge 'well done' to the children who have accessed and engaged so keenly with the remote learning so far. Please remember that remote teaching and learning is new for us all and it is normal to have teething problems when new initiatives are implemented. All we can do is our best and keep the children at the forefront at everything that we do.

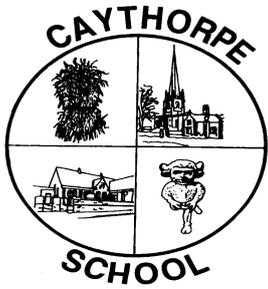
Remote Learning

During the period of national lockdown, schools are expected to continue to offer pupils a high-quality education through a set number of hours of remote learning. Ofsted will play an important role in holding schools to account for the quality of remote education. Our job is to ensure that all pupils continue with their education at home during this national lockdown. As part of our remote learning, we are asking all pupils to logon to a class 'Teams' meeting every morning so that the children can 'see' each other and the class teacher can go through the day's work. The children will be sent specific instructions and links to lessons via ClassDojo every morning. All children must complete the work set to the best of their ability and send it back to their class teacher via ClassDojo by 3.30pm each day so that it can be marked. These arrangements ensure that all children are provided with a clear sequence of learning which is as close as possible to the education they would receive in the classroom. Through daily marking and feedback staff and children will know how each child's learning is progressing. Unfortunately, this is not possible through the work packs that we sent out during the first lockdown which is why we have moved to this style of remote learning. If you are having issues with accessing remote learning please do not hesitate to contact your child's class teacher or myself so that problems can be resolved and your child's education does not suffer.

ClassDojo

Hopefully you have all now signed up to ClassDojo but if you haven't or you are struggling to access it then please contact school as soon as possible. Work will be set on ClassDojo every morning and this will include a Maths, English and Topic lesson based on what we were expecting to do in school. Staff are available during the school day to answer any queries pupils have about accessing and completing work on ClassDojo but as we are supporting children in school too please bear with us.





Caythorpe Primary School
High Street
Caythorpe
Grantham
Lincs
NG32 3DR

01400 272600

www.caythorpe.lincs.sch.uk
enquiries@caythorpe-cit.co.uk

Headteacher: Mrs K Brockington

Class Teams Meetings

We have assigned different times to different classes to help ensure that all pupils have access to a device for their class meeting. Please see the information below which explains how to access 'Teams'.

Teams logon

Teams is accessed via your child's school email where you will find an invitation to join the call. Setting this up may take a few minutes so it is best to do it beforehand.

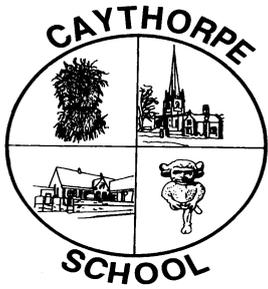
Here is how you do this:

- 1) Search for office.com. If you are using Google, click on the first search result (Office 365 Login).
- 2) When asked for their school email address, it is the 6-character username that they log on to the school network with, followed by the usual Caythorpe address, e.g. name.surname@caythorpe-cit.co.uk and their password is also their network password at school.
- 3) A series of icons (Outlook, OneDrive, Word, Excel, Powerpoint, OneNote, Sharepoint, Teams, Class Notebook, Sway and Forms) should appear. Click on Outlook to access their emails.
- 4) There should be an email from the class teacher. Please RSVP to accept the invitation.
- 5) Once you have accepted the invitation, if you go into Teams it should appear in the Calendar section.
- 6) At the time of the meeting, go to the Calendar section of **Teams** and click on **Join**.
- 7) A window of what their camera can see will appear on the screen. Please make sure the microphone is turned off until the teacher asks them to unmute. We want to ensure that everyone is heard, so will ask only one person to speak at once, without the background noise of lots of different households.
- 8) Then click on **Join now**. If they don't want to appear on the screen, they can just listen in.
- 9) Either **you or another adult must be around** whilst we are talking and please be mindful of whatever is in the background whilst they are in view!
- 10) The number of people that your child can view at one time will depend on the device they are using. Some allow up to 9 at a time, whilst others just allow only who is speaking at the time.

Critical Workers and Vulnerable Children

If you are a parent who is critical to the coronavirus (COVID-19) response and are therefore classed as a critical worker we are here to support you to enable you to continue to work. However please may I remind you that **children must only be booked into school when you are actually working** as it is important for us to all follow the government guidance which is to **stay at home wherever possible**. Once we have confirmed that your child is eligible for a place in school, you will need to complete the Key Worker Booking Form to book your child into school on the days that you are required to work. The Key Worker Booking Form will be sent out every Monday so that you can book your child in for the following week. Places must be booked in advance so that we can ensure that we have appropriate staffing levels in school. Parents of children who have been identified as vulnerable children by the school will be contacted by a member of staff to discuss provision in school during the national lockdown. If you have any questions or concerns regarding a place in school for your child, please do not hesitate to contact me.





Caythorpe Primary School
High Street
Caythorpe
Grantham
Lincs
NG32 3DR

01400 272600
www.caythorpe.lincs.sch.uk
enquiries@caythorpe-cit.co.uk

Headteacher: Mrs K Brockington

Critical Workers and Vulnerable Children can attend school from 8.50am until 3.25pm on the days that you are required to work. Pupils can come to school in non-uniform and will need to bring a packed lunch if you haven't ordered one from the Farm Kitchen. Pupils in school will join their Class Teams meeting and complete the work that has been set by their class teacher for that day.

School Meals

Pupils eligible for Free School Meals due to financial circumstances will receive support during the national lockdown. Currently an Essential Food Box will be provided by the Farm Kitchen each week but we may move to supermarket vouchers if the government set up a voucher scheme. The Universal Infant Free School Meals which are available for Reception, Year 1 and Year 2 children will only be provided for pupils when they are in school and Critical Workers will need to order these on the Farm Kitchen website when they book their child into school. The usual deadline for ordering meals will apply i.e. midday on a Tuesday for meals for the following week.

Remote Learning Resources

If you require any resources such as pencils, exercise books, paper etc. to support your child/ren with remote learning please do not hesitate to contact school.

General message

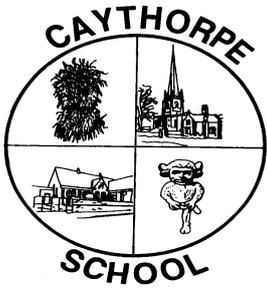
The children are at the centre of everything we do at Caythorpe Primary School and whilst the children's education continues to be extremely important please ensure that they take regular breaks from their work and enjoy some daily exercise to support their mental health and well-being. If you do come to school during the national lockdown, you must wear a face covering and adhere to the social distancing guidelines. Once again, thank you for your continued patience and support. We are all in this together and we appreciate constructive feedback so please keep us posted on how things are working for you at home. We are here to help so don't hesitate to get in touch if you need anything.

Stay safe and happy.

Kind Regards,

Mrs Katie Brockington
Headteacher





Caythorpe Primary School
High Street
Caythorpe
Grantham
Lincs
NG32 3DR

01400 272600
www.caythorpe.lincs.sch.uk
enquiries@caythorpe-cit.co.uk

Headteacher: Mrs K Brockington

