

 <p>Buckden C.E. Primary Academy Registered in England Company No: 07708603</p>	<p><b>Buckden Church of England</b> <b>Primary Academy</b> School Lane • Buckden • St Neots • Cambridgeshire PE19 5TT ☎ 01480 810241 ✉: <a href="mailto:office@buckdenacademy.org">office@buckdenacademy.org</a> 🌐 <a href="http://www.buckdenacademy.org">www.buckdenacademy.org</a></p>	<p><b>Headteacher:</b> Miss A Anderson <b>Deputy Headteacher:</b> Mrs M Heather <b>Assistant Headteacher:</b> Mrs R Bliss <b>Head of Early Years:</b> Mrs K Woodward <b>Head of Lower School:</b> Mrs S Tarpey <b>Head of Upper School:</b> Miss L Fozzard <b>Business Manager:</b> Mrs H Triance</p>
		

Dear Parents / Carers

Apologies for the long letter but all the information you will need regarding remote learning is contained within this letter. Please take time to read this through and digest it as there is a great deal of information but all you need to know is within this letter. This can also be found on the School Website [Covid-19 Spring Term 2021](#)

We are hoping albeit any technical problems to go live with our live lessons tomorrow. Please see below for timetable of when live lesson will take place. I have included the timetable for all year groups for those of you who have siblings to see when they are. We have tried to space them out considering if there is only one device in each home but there are not enough slots in the day to do it all individually. Therefore, we are recording them all so if there is a clash you can watch them later.

There will be 3 live taught lessons every day. One English, one Maths and one other. Your children will access these through Microsoft teams. When pupils log on can they please choose the **HOME LEARNING TEAM** to join **NOT** their class team.

**Timetables:**

Each week on the class blog there will be a weekly timetable of all that will be completed including links to other resources and videos which you will already have seen this week when logging on. It will say on the timetable when to log on to teams for the live lessons.

**Passwords:**

Passwords to all programmes that your children will be required to use have been stuck in the front of one of the books that you have picked up from school today. It will have all their login details there. Please check this. Please do not email the office for these details as they do not have them.

**Staying Active:**

We are very pleased to announce that Lizell has set up her own you tube channel for the school and every morning at 9am she will be doing a 20-25 minutes active session for the whole school to join in with before they start their learning. We would like all children to attend this session as we believe that this is a really good way to start the day. This will commence on Monday 11<sup>th</sup> January. Children will need to log on to TEAMS to get the link for the this.

**Sickness:**

If your child is ill and would not normally attend school, we do not expect them to complete remote learning for those days they are not well. Please notify school in the usual way [sickness@buckdenacademy.org](mailto:sickness@buckdenacademy.org) so we can keep a record of all pupils

**Safeguarding & Welfare:**

We will be monitoring attendance of all pupils and teachers will be keeping a register. If there are pupils that are not in attendance or teachers are concerned Mrs Heather and myself will be making regular weekly welfare calls.

If there are any safeguarding concerns that you would like to raise with the school this can be done through [safeguarding@buckdenacademy.org](mailto:safeguarding@buckdenacademy.org)

## Collective Worship

There will be 4 collective worship sessions within the week. One with Rev Jes, one with our Collective Worship Lead and 2 within classes.

	9:00	9:30	10:00	10:30	11:00	11:30	12:00	12:30	1:00	1:30	2:00
Monday	Live with Lizell*	EYFS Y1 Y5 Y6	Y2 Y3	EYFS Y1 Y4	Y5 Y6	Y2 Y3	Y4		Y1 Y5	Y3 Y4	EYFS* Y2 Y6
Tuesday	Live with Lizell*	EYFS Y1 Y5 Y6	Y2 Y3	EYFS Y1 Y4	Y5 Y6	Y2 Y3	Y4		Y1 Y5	Y3* Y4	EYFS Y2 Y6*
Wednesday	Live with Lizell*	EYFS Y1 Y5 Y6	Y2 Y3	EYFS Y1 Y4	Y5 Y6	Y2 Y3	Y4		Y1* Y5	Y3 Y4	EYFS Y2* Y6
Thursday	Live with Lizell*	EYFS Y1 Y5 Y6	Y2 Y3	EYFS Y1 Y4	Y5 Y6	Y2 Y3	Y4		Y1 Y5*	Y3 Y4	EYFS Y2 Y6
Friday	Live with Lizell*	EYFS Y1 Y5 Y6	Y2 Y3	EYFS Y1 Y4	Y5 Y6	Y2 Y3	Y4		Y1 Y5	Y3 Y4*	EYFS Y2 Y6

\*PE session with Lizell

### Protocols for children using Microsoft Teams at home:

- Timing for live lessons are communicated above. Please note that anything with an \* next to it is a PE session being delivered by Miss Lizell.
- There will be a live lesson for English and maths every day as well as other subjects including Science, global learning and RE
- Your child will be expected to attend the daily live sessions alongside other pupils in their class. There will be some other pre-recorded lessons or tasks set for children to access throughout the day covering the Foundation Subjects such as Science, History and Geography, Art etc where applicable.
- Your child will be able to access these in any order they wish and at a time which is convenient to them and you. The link will be included on the timetable that will be placed on the Class Blog weekly.
- Your child will be expected to complete all other tasks (assignments) set for that day and when possible these should be submitted throughout the day as they are completed (as they would do in class). Preferably, tasks that are completed online should be submitted as well as photos of task on books by 4:00pm but need to be submitted by the end of the day. This will enable teachers to mark tasks and issue feedback as soon as possible. Tasks not submitted on the day may not

necessarily be marked. All other tasks should be completed in the school books that have been sent home so they can be marked when they return to school. Work in these books should be of the same standard expected in school

- The chat function will be enabled in Teams, so you or your child will be able to leave comments. These comments must be appropriate to the learning task. It might be that you or your child wishes to post a question asking for help if they are unsure about how to complete the task. This feature is not to be used for the children to communicate with each other through the use of either text or emojis. Any inappropriate messages will be passed onto the senior management team and dealt with accordingly.
- While children are watching a live lesson, we recommend that they are sat in a quiet room and their microphones must be set to mute. If the child wants to ask a question during a live lesson they can use the 'raise hand' button and the teacher or teaching assistant will know they are waiting. Teachers do have the ability to set the pupils' microphones to mute.
- In order for the teachers to maintain visual contact with their pupils, we expect pupils to have their cameras turned on during live lessons (as long as there is a camera function on the device that they are using). This will mean that your child is able to see themselves on the screen as well as the other pupils and staff involved in the lesson. This should help your child to continue to feel connected to their friends and teachers. Pupils will be expected to behave appropriately during the live lesson and any incidents of inappropriate behaviour (such as face pulling) will be dealt with accordingly.
- Pupils must be appropriately dressed when engaging with a live lesson (i.e. no pyjamas).
- It is important that pupils have as few distractions as possible during the Remote Learning experience. Therefore, we recommend that pets are removed from the room where the child is sat. Mobile phones should not be accessed by pupils during a live lesson. Even though we recommend attendance from pupils during live lessons, the live lessons will be recorded so they can be accessed later by pupils if necessary.
- Remote lessons (live or recorded) must NOT be shared electronically or otherwise. This will be a breach of our Acceptable Use Policy and will be dealt with accordingly.
- Please reinforce to your child/ren the importance of working safely online. Make them aware that anything they do or post on Teams will be monitored by the class teacher, IT technician and Mrs Heather & Miss Anderson.

**By logging on to TEAMS you are agreeing to all of these protocols.**

Communication should still continue to be conducted through the year groups email address at the following link.

<https://www.buckdenacademy.org/page/?title=Contact+Us&pid=2>

We hope that this explains how everything will work and I would like to take the opportunity to thank you very much for your patience, support and endeavours in this very challenging time.

Kind regards

*Alison Anderson*

Alison Anderson  
Headteacher

