



Walking in the footsteps of Jesus with Respect, Perseverance, Care, Trust and Thankfulness.

Thursday 14th January 2021

Dear Parents

Apologies for the length of this communication, but I am trying to minimise sending things out to you at a time when you are all busy in different ways. By sending the info in one long letter the hope is that it will all be in one place for parents to refer back to. I will upload all letters from now on to the newsletter section of the school website as well as latest news, as I am aware latest news involves scrolling back through posts and with the rate of information sent home this can make it tricky to find at times.

Messages for those parents at home with children or children coming in and out of school.

Thank you for your work as a key worker or if working with your child at home this week. I hope this letter finds you all well. Our first full week of remote/blended learning is coming well underway and having evaluated the time so far I am seeking your support with the issues below.

I have taken on board feedback from staff and would like some feedback from those parents who have the time to give it on the home learning provided to help us shape and refine what we are providing. We are very conscious of the impact of too much screen time on very young children and want your views. Please access the link for each of your children as relevant below:

[EYFS Home Learning Nursery and Reception](#)

[KS1 Home Learning Year 1 and 2](#)

[KS2 Home Learning Year 3 and 4](#)

Zooms

Please ensure that when your child logs in to Zoom that their forename and first letter of their surname is the screen name. Please do not let your child use a nickname or other name as this makes it hard for us to monitor. We will use waiting rooms to screen participant names also. If you are separated parents, please only log on if your child is with you. We want to ensure that the Zoom calls are as safe as possible, but always advise that parents follow the Zoom rules that were emailed with login details.

Email communication

Thanks to all who have shared work from their child with school. Please do not feel that you need to send an email daily, especially if your child is also taking part in Zoom calls.

The teacher working from home creating videos etc for children at home and

leading the Zooms is the teacher that emails should be sent to. See below again for the timetable and staff emails so you know who to contact.

Staff have been asked to respond to emails in between working at home **between 9am and 4.30pm**. It may not be that you always get a response within that same day, as you will appreciate normal staff training, meetings are taking place online too and staff may be involved with those. Likewise some staff may prefer to reply at different times to suit their home and working situations (part time staff, those with small children etc) and this might be outside of these hours. The school's expectation is that staff are available between 9am and 4.30pm only. Can I ask that emails are restricted to weekdays please and not sent over the weekend containing work to ensure teachers and their families have some uninterrupted time together away from the laptop. Any urgent queries/problems, as always can be directed to me.

The teacher in school will not respond to emails from home about learning as they are leading and managing the learning in school with critical worker children. These staff are fully timetabled and manage playtimes etc themselves to retain bubble integrity and so there is limited capacity away from children beyond a quick lunch break, to respond to emails from parents within their working time. Of course by all means contact your child's teacher if you have a significant concern or an ongoing communication and your email is not simply to send in and celebrate work done at home.

Phone calls

Support staff have begun making calls to those at home this week. If you receive missed calls over the course of the week from a withheld number it was most likely school. Support staff are keen to answer queries, signpost support and where relevant pass on any messages to teachers. If you haven't been called it may be that you have been in communication via email or on the Zoom calls and as you can imagine initially we want to make contact with those families who we have not yet heard from.

Who to contact next week to share learning

Week beginning 18 th January 2021	Teacher at home (who work should be sent to)	Teacher in school
Nursery	sarah.stevens@st-nicholas.staffs.sch.uk	
Reception	zoe.griffiths@st-nicholas.staffs.sch.uk	sally.pugh@st-nicholas.staffs.sch.uk
Year 1	vicki.mayer@st-nicholas.staffs.sch.uk	suzanne.robb@st-nicholas.staffs.sch.uk
Year 2	joshua.piggott@st-nicholas.staffs.sch.uk	jo.sollom@st-nicholas.staffs.sch.uk
Year 3	kayleigh.wild@st-nicholas.staffs.sch.uk	ryan.gough@st-nicholas.staffs.sch.uk
Year 4	lucy.abbiss@st-nicholas.staffs.sch.uk	sian.swan@st-nicholas.staffs.sch.uk (Monday and Tuesday) emily.brady@st-nicholas.staffs.sch.uk (Wednesday, Thursday and Friday)

Week commencing 25th January the contacts will switch again and the teacher in school w/c 18th January will be the teacher to contact at home. I hope that makes sense. We are trying to manage workload to ensure we can sustain the creation of the videos at the pace we are, whilst also giving children at home due acknowledgement and feedback for their efforts.

As always in an emergency or in need of a swift response to a problem, email Miss Parker headteacher@st-nicholas.staffs.sch.uk.

Following the timetable

If your child completes some days at home and some days in school within a week, please do not do the work that is set ahead of timetable. The children in school are following the exact same timetable and it means children coming to the lesson, having already done it with their parent. This will mean that your child repeats the lesson which is not what we want.

Rewards

Teachers and I will award housepoints to children at home for their work and ask that parents and children keep a tally themselves and bring their total in to school when the time comes. This will have to rely on trust and parent support. Older year groups may use dojos in addition too.

Messages for parents of those in school full time or coming in and out of school. Booking Sessions In School

Whilst originally we were going to do a blanket booking for the half term, it has proven that parents have such changing needs each week. The guidance is clear that children should stay at home where able to. Where this is not possible then, parents should book their child's attendance on the register below by no later than 7pm Friday evening.

Irrespective of individual emails to staff or I, phone calls or conversations, we need your child booked in please on the form below. This is the same for critical worker children and those who attend school for another vulnerability. This week we have had so many children in school who were not booked in and this makes it difficult to plan to reduce contacts when children arrive who we are not expecting. Year groups with particularly high numbers of children in attendance are Years 1 and 2.

Likewise if your child is booked in and doesn't attend, please do contact the school office to notify us of their absence as you would do normally.

Booking links here:

[Nursery](#)
[Reception](#)
[Year 1](#)
[Year 2](#)
[Year 3](#)
[Year 4](#)

School Packed Lunches

If not already done so please let the kitchen know if your child will be having a school packed lunch each day (or which days) and your choice of sandwich filling, ham, cheese or tuna. Sorry this is another online form but this is the best way to collate the information we need within a short timescale. There is no need to redo this if you have already completed this.

[School Packed Lunch Order Form](#)

Flu Immunisations

These will take place on Wednesday 20th January at school. I am aware that the immunisation team have contacted most families they need to by telephone to share arrangements and discuss. If your child has not had the vaccine and you would like them to and you have not spoken to anyone from the immunisation team, please contact Jayne on 07790897773.

In a change from arrangements discussed with parents in the telephone call, immunisations will now take place in the Year 4 classrooms and these can be accessed at the agreed appointment time via the rear hall gate which will be monitored by a member of their admin team. This is to minimise the contact with the bubbles in school. On this day Year 4 will move into the school building to work and their classroom given a deep clean in the evening in readiness for the next day.

As per the message on the school website recently, Codsall Community Hub are keen to support families through this time and I have been contacted to say that 25 food hampers are awaiting distribution to families who need them, if you think you might benefit then please do let me know as soon as possible and I can access these for you on your behalf.

Thank you once again for your calm, your patience and your support, for those that logged children on for my [online assembly/worship](#), please remember that not only your children but YOU MATTER, and try to take some time to do what makes you feel, peaceful, refreshed and energised.

Have a good weekend, whatever that might entail,

Best wishes

Miss J Parker
Head Teacher

