



**Asfordby  
Captain's Close  
Primary School**

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**Headteacher: Mrs Julia Hancock**

Dear Parent,

It is with great regret that we must now close our schools following the government's most recent announcement, and in the hope that this will help to delay the spread of coronavirus. Our school will therefore close to the majority of pupils on Monday 23rd March.

An exception to this will be the children of key workers who would otherwise require adult supervision at home. We understand the important role played by such parents in the front line of support, and a further communication follow today once the government has published the key worker categories and once we have made arrangements for next week. A number of staff will still be working in our schools rather than from home, and administrative staff will be able to receive phone calls during school hours.

These are extraordinary times which demand extraordinary measures, and we are wholeheartedly committed to sustaining our pupils' education at a distance, as best we can. Our ability to do this will naturally be influenced by the health of staff themselves and of their families.

Please find below, by school, details of arrangements and guidelines to support your children during the period of school closure. Our intention is not only to support continuity of learning, but also our pupils' well-being and happiness at a challenging time. We are all required to adjust our lives significantly at the moment, and I hope that some positives will also ensue from enforced family time.

During the remainder of this term, and with the likelihood of schools initially remaining closed after Easter, it will be really important for our pupils to maintain a daily routine. More is written below about the cancellation of SATs etc.

School email will be the principal means of communication for parents, but certain staff will hold school mobile phones to provide pastoral support in an emergency these numbers will be available on or school website under the tab COVID 19 tab. The mobile numbers will be available 24 hours a day, please leave a message if we do not answer immediately, as we may be dealing with other circumstances. We will return your call as soon as possible.

### **Guidelines for parents/children of Captains Close**

#### **Our aim**

Our aim is to continue educating our pupils. If our school is closed for a lengthy period then it will be important for pupils to have a regular daily routine, not only for their academic stimulation, but also to support their general well-being.

#### **Preparing for closure**

For pupils to learn effectively at home it is essential that:

- They have access to an electronic device e.g. laptop, tablet or PC
- They have a reading book and can access on line books, see list of websites for guidance at the end of the letter
- They have appropriate stationery (pens, pencils, rulers, calculator, lined paper)

If pupils have problems with their school email account, parents should contact the school IT team  
[ictsupport@dsatcaptainsclose.org](mailto:ictsupport@dsatcaptainsclose.org)

#### **SATs examinations are cancelled**

We realise that it is an uncertain time for children taking SATs in Year 2 and 6, Multiplication Timetable Check in Year 4 and Phonics screening in Year 1. We do not know at this time what will be reported to the government on your child's attainment levels. However, we will update you as and when we are made aware.

### **How we intend to set work**

The main mechanism for setting work will be via TEAMS (in EYFS this will be through Tapestry), and staff have been preparing accordingly.

From Tuesday each child will have access to a range of online learning activities and resources using Microsoft Teams. We have spent the last few days ensuring that all pupils have their own email addresses to be able to access TEAMS and checking pupils know how to log on. This type of learning will be new to both yourselves and the pupils and will require access to Teams via Microsoft Office 365.

We will send instructions for how to use Microsoft Teams home today. We would be grateful if you could check your access to Teams today, this could be via a mobile phone, tablet, laptop or PC. If you think you will have access issues, can you inform us by lunchtime on Friday 20<sup>th</sup> March to ensure that we can support you.

Each day our teachers will upload content to Teams through things such as live lessons, video lessons, documents and links to websites. You will also be sent a timetable of suggested activities that you can complete with your child alongside the online content from their teachers. Teachers will also be regularly keeping in contact with your child by marking/commenting on work that they upload and video calling the children through Teams to keep in touch.

To support you, our teachers will be on Teams between 9am and 3pm and you and your child will be able to contact them regarding their learning or if they have issues with things like access codes. If you have technical issue with access to Teams we will also be sharing our ICT support teams contact details so they can help you (see above for email).

We will not set work that requires a printer. We will not set additional “homework” on top of the “classwork” set each day.

### **How you can support your child**

We are very aware that children will respond in different ways to school closure. Some will be able to manage their time effectively and will make rapid progress through the work set, whilst others will find it a challenge to stay focused and will struggle to work effectively without their teacher and peers around them. Where possible we suggest that you:

- Actively monitor your child’s school Microsoft Teams account and in EYFS Tapestry, discussing with them the work that has been set and helping them plan out their day.
- Encourage your child to stick to regular working hours. A timetable will be sent to each year group to help with this.
- Set up a quiet working space for your child, with minimal distractions. They will need access to a laptop or other device. To help to consider safer internet best practise we advise to try and work in the same room as your child, however, we are aware this will be a challenge with younger siblings in the home.
- For some children we are aware they may be tempted to remain in touch with other children during closure using social media. This could not only present as a distraction during ‘school’ learning time but also could be a safe guarding risk if pupils are sharing emails and social such as Tic Toc and What’s App. Please help to support your child with this by checking in regularly on what they are accessing on line. do your best to monitor and restrict this access.

### **How the school will support your child**

We will continue to provide pastoral support to your child where we can, albeit at a distance. Members of staff will keep in touch with pupils in their class weekly and other members of the team will provide pastoral support such as, Mrs Bartram ELSA lead in school. If your class teacher is unable to make contact with your child via TEAMS, this will be reported to a member of the senior leadership team who will call home to ensure everything is OK. It will be important that the staff member is able to talk directly to children in this case.

In the absence of PE and Games, physical exercise will be important, as will support for positive mental wellbeing. To support this there will be daily work outs available on your child’s TEAMS link.

If you have any questions please get in touch, via your child’s TEAM or alternately the office admin email [office@dsatcaptainsclose.org](mailto:office@dsatcaptainsclose.org) and we will endeavour to answer them.

## Useful websites

E-safety

<https://learning.nspcc.org.uk/research-resources/schools/e-safety-for-schools/>

<https://www.saferinternet.org.uk/advice-centre/parents-and-carers>

Bitesize-

KS1

<https://www.bbc.co.uk/bitesize/levels/z3g4d2p>

KS2

<https://www.bbc.co.uk/bitesize/levels/zbr9wmn>

On line reading books

<https://magicblox.com/>

<https://www.oxfordowl.co.uk/for-home/find-a-book/library-page/>

We appreciate your support and patience at this time and we will continue to provide new information to you as soon as we can

Yours Sincerely

Mrs Bailey

**Acting Head of School**