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# Cotteridge Primary School

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Deputy Headteacher: Miss. K. Lacey BSoc.Sci P.G.C.E.  
Assistant Headteacher: Mrs V. Tucker BA Hons  
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November 2020

Dear Parents and Carers,

## RE: Home learning expectations in the event of a bubble or whole school closure

This letter is to inform you of our arrangements for home learning, in the event of a bubble or whole school closure at Cotteridge Primary School.

Detailed guidance on Home Learning was emailed to parents and sent home with the children on the 18<sup>th</sup> September 2020. This included details about how to access BGfL and the daily TEAMS call. For a further and updated copy of this Covid 19 home learning guidance please look on the following page of our website.

<https://www.cotteridgeprimary.co.uk/covid19/>

As safeguarding is such an important issue in education, I am outlining expectations of how video calling for online lessons must work:

1. A responsible adult is present at home throughout the call. For older children, they do not necessarily need to be continuously in the room but parents should be within earshot throughout.
2. Parents should be there at the start and end of the call.
3. Most calls will take place at 9.15 but in the event of a multi bubble closure or whole school closure these daily calls may be staggered. We ask that children are promptly available for the call.
4. Lessons must take place in a suitable area of the house, such as in a communal part of the house (not a bedroom, for example), with the door open.
5. The camera should be on and the microphone off. The 'camera on' guidance is in line with DfE recommendations.
6. The pupil must be appropriately dressed.
7. Video calls must not be recorded by either party.

Parents in EYFS will use EvidenceMe to share work with their class teacher.

The expectation in Key Stage 1/Year 3 is that work will be completed in the Home Learning book, a photograph taken and then uploaded into BGfL by the end of the child's normal school day. **Work that is completed by then will be marked ready for the next day.**

The expectation for years 4, 5 and 6 is that work will be saved or uploaded by the end of the child's normal school day. **Work that is completed by then will be marked ready for the next day.**

If you would like to ask the teachers a question by email, please use [enquiry@cotridge.bham.sch.uk](mailto:enquiry@cotridge.bham.sch.uk). Teachers will respond to emails between the hours and 9am and 4pm.

I hope this is clear, but please get in touch with me if you would like to discuss it further.

Yours sincerely,

Miss K Lacey.

*Miss Lacey*

Deputy Headteacher