



Breakspeare School
Gallows Hill Lane
Abbots Langley
Hertfordshire
WD5 0BU

Tel: 01923 263645
Fax: 01923 260087

Meadow Wood School
Coldharbour Lane
Bushey
Hertfordshire
WD23 4NN

Tel: 020 8 4204720
Fax: 020 8 4205497

admin@breakspeare.herts.sch.uk admin@meadowwood.herts.sch.uk

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Dear Parents and Carers,

Firstly again thank you for your continued support. It is reassuring to know that you understand the pressure on my staff who have very quickly adapted to a different way of working. Many of them have children, elderly parents or other vulnerable people in their family; it has been as difficult for my staff as it is for you to organise their lives and routines at this challenging time.

We have a duty of care for all of our students whether they are at home or at school. We are committed to serve the wider community at this difficult time. We do this by:

- Delivering sustainable provision for children of key workers as well as those who have been identified as being exceptionally vulnerable, whilst ensuring the health and wellbeing of everyone.
- Maintaining contact with those learners who are not attending school by providing learning packs, ideas, activities, resources for learners and their families.
- Working collaboratively with other agencies to ensure that learners and families receive the support they need.

We have members of staff including, teachers and support staff, who work on rota basis at school to support and take care of the students attending school. We have also school staff who work at home during their usual contracted hours. This is to ensure 'social distancing', safety of the school community. They prepare teaching and learning, undertake specific school focused projects and attend online training. Please note that all teachers have a responsibility to provide support for those students who are at home. They also need to plan schooling for their new teaching group.

For those parents whose child is at home please consider the following:

- We will not send you a strict timetable for daily learning activities as we do not know your home circumstances and resources. We do not want to set unrealistic expectations for home learning.
- It is important that you will plan a daily schedule / timetable for your child that is appropriate for you him/her - all of our students benefit from set routines.
- We will provide you with learning objectives that are in line with your child's EHCP targets.
- We will provide you with learning activity packs via post, email or online learning platforms.
- We will signpost you to appropriate resources, designed by other providers, which can be accessed online.
- We will provide you with a daily learning activity on Facebook (see advice later in this letter).
- You can ask for advice and give feedback from your child's home activities via the online platform (EDMONDO, Microsoft Teams) or when discussing with the class teacher.
- Our teachers will be in contact with you weekly or as agreed with yourselves.
- Our teachers will respond to messages that you send via EDMONDO or Microsoft Teams within 24 hours. Friday messages will be responded to on Monday.
- You will be notified if your child's own teacher is unable to liaise with you for any reason.
- We are currently experiencing some teething problems with EDMONDO – however many teachers and parents are already communicating successfully via it.

For those parents whose child is at school please consider the following:

- Your child is supported by many new people who rotate at school on different days; some groups are also in a new learning environment – this can be very initially tiring for your child.
- Each teaching group has members of staff who know the students in their group.
- The students are provided with learning activities that follow their regular school days as much as possible.

All parents and Carers please consider the following when accessing our new Facebook page:

- We have established a new Facebook page 'The Sunflower Federation Schools'.

- The purpose of this page is to enrich your child school experience whether he/she is at home or at school.
- During this period of Covid-19 disturbance, you will find regular activities (either a song, story, play, exercise, craft etc.) that you can either join in with or adapt according to your child's needs.
- This Facebook page is not for school to share information with yourselves; it is purely to enrich teaching and learning of your child.
- School information will continue to be sent to you via emails, letters and text messages.
- Please do not use this page for formal communication with school.
- Please do not send 'Facebook friend requests' for the school staff. These requests will be declined in line of General Data Protection Law.
- Any inappropriate comments on the page will be deleted and the sender blocked from the group.

Free school meal vouchers will be posted for children in this group next week.

Please remember that we provide you with pastoral care, advice and support when needed. Please contact myself or my deputies with any of these matters.

Our most important task for all of us now is to minimise any further damage, increase kindness and strengthen safety for everyone in every way we can. Only through responsible and helpful actions and warm words we can strengthen hope. We know that we all are on the journey that one day will finish.

Take care of yourself, your families and friends,

Merja

NOTE

We don't currently have anyone in the school community, who has been diagnosed with Covid-19 virus.

- **Please help everyone to be safe - inform the school as a matter of urgency if a student or their family member is unfortunate to be diagnosed with Covid-19.**
- There are members of our community, both amongst school staff and our students' families, who are presenting with symptoms of C-19 and therefore in isolation.

Further information

Managing social distancing in educational settings

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>

Shielding - protecting medically extremely vulnerable

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

Guidance for schools

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>

Social distancing

<https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults>

Stay at home guidance

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

NHS Covid- 19

<https://www.nhs.uk/conditions/coronavirus-covid-19/>