

SACRED HEART CATHOLIC PRIMARY SCHOOL



Springfield Road, Beech Hill, WIGAN
Lancashire WN6 7RH

Telephone: 01942 231478
Fax: 01942 323641

Head Teacher: Mrs C Mason

E-mail: enquiries@admin.sacredheart.wigan.sch.uk

Deputy Head Teacher: Mrs S Stirrup

School website: www.sacredheart.wigan.sch.uk

Thursday 7th January 2021

Dear Parents and Carers,

Re: Remote Learning

At Sacred Heart Catholic Primary School, we strive to build a strong relationship with you, our parents and carers, to create the very best environment for your children to thrive and learn. It is in our shared working together that we will be able to achieve the very best. It is at these most difficult times, in our National Lockdown, that we really appreciate just how important this relationship is to us all.

Since our Prime Minister announced the lockdown, on Monday evening we have worked with parents and carers to establish how we can continue to run our school under the latest and constantly changing guidance. I know that all of these very sudden changes and expectations from the Government have created many challenges for our Sacred Heart families.

We have set up class bubbles for Key Worker and vulnerable pupils in school and we opened school for these pupils on Wednesday. I am now writing to you to explain how pupils who are remaining at home will access their learning. **Please find attached a summary of our remote learning plan for our school.** Our Remote Learning Policy, Live Learning Policy and Parent Code of Conduct, which are available on the school website, both explain in more detail, the importance of home learning and the relationship of trust between home and school which is very important.

In particular, I would like to summarise some of the additional responsibilities which learning at home can bring for parents and carers. I hope that you may find the following areas helpful and re-assuring. These areas mainly relate to using live learning opportunities through Microsoft Teams, when your child may be using a camera and audio to access lessons. During these sessions your child's teacher and teaching assistants will be interacting with other pupils from your child's class as well as with your child. Your child will be able to see and hear other children on the call and they will be able to see your child. I am sure that you can appreciate the importance of keeping all pupils safe in these circumstances. So the following expectations are really important:

During live learning sessions parents must:

- explain to their child, that when in live lesson, they are 'in school' and their behaviour should follow the usual high expectations
- correct their child's behaviour appropriately, particularly when working in live lessons,
- set a good example to their children through their own behaviour and the way they interact with staff, pupils and other adults, treating others with dignity and respect
- work together with school staff for the benefit of their child
- ensure that the child's work area is away from the view, or sound of other family members (be mindful of the sound and camera on your child's device. (Ask yourself - what is in the background?))
- take care with your choice of language (Not use foul, abusive or offensive language)

- not write or post abusive, offensive or defamatory comments that are damaging to an individual or the school, including on social media and through remote learning activities e.g. in conversations or chat on Microsoft Teams
- be sensitive in the tone of emails or other communications on line
- not psychologically harass any member of the school community, including displaying vexatious behaviour which is humiliating for the individual and is damaging to their self-esteem
- not take photographs or record staff members and pupils during live learning sessions when your child is at home accessing remote learning.

Your co-operation in the above is appreciated, so that we can keep everyone safe during live learning. Should you have any concerns about safety, safeguarding or anyone's conduct during these sessions, you must inform school immediately. Any safeguarding concerns can be emailed to safeguarding@sacredheart.wigan.sch.uk or you could phone school and ask to speak to the Designated Safeguarding Lead (Mrs Stirrup).

Live Learning through Microsoft Teams

Access to live learning is currently in place for all pupils from Year Three to Year Six. We will be setting up younger pupils on Teams very soon and we will be in touch again with login details.

All pupils (Y3 – Y6) already have a password and log-in details. If your child is not able to access Teams because they have lost their password, please email your child's class teacher, who will be able to resend your child's password. Please be patient as all of our teachers will be teaching, however, they will respond to you as soon as possible.

Access to 'teams' requires the internet and a device e.g. a mobile phone, a tablet or an iPad, x-box or PlayStation or a computer. Many of our pupils do have PlayStations etc. and may not be aware that they can be used to access 'teams'.

We are currently trying to timetable live learning sessions throughout the week for teachers to catch up with our home schooled children. Timetabling of this is proving to be very difficult because many of our families have more than one child. So if both of your children's teacher are leading live learning at the same time, this may be a problem for some of our families. If you feel that this may be a problem for you, please let us know by emailing slt@sacredheart.wigan.sch.uk. We will then use this information to inform our timetabling of live sessions and avoid clashes.

Some teachers have already started to contact your child through Microsoft Teams, so please do ask your child to log on and check if they have an invitation to the first session. Anyone who doesn't take part will be contacted by school staff, so that the reasons can be established and alternative plans put in place to access learning.

Work Packs to support Home Learning

Alongside work online, our staff have made work packs for each child. These contain a small supply of stationery and any prompt materials (appropriate to the different classes). We have sent a message out today via Parent Mail with details for their collection tomorrow, Friday 8th January 2021. Collection times are as follows:

10.00 - 10.30 Year 3
 10.30 - 11.00 Year 4
 11.00 - 11.30 Year 5
 11.30 - 11.50 Year 6
 1.00 - 1.30 Reception
 1.30 - 2.00 Year 1
 2.00 - 2.30 Year 2

If you have children in more than one-year group, you will be given all your children's packs at the same time (please select the most convenient).

Teacher email addresses

Each class teacher has a class email address. Please use this new email to contact your child's teacher about **learning**. They will contact you to explain about remote learning activities.

class.mrsleaford@sacredheart.wigan.sch.uk	6S Mrs Leaford
class.mrsryan@sacredheart.wigan.sch.uk	6H Mrs Ryan
class.mrturmer@sacredheart.wigan.sch.uk	5S Mr Turner
class.mrsalty@sacredheart.wigan.sch.uk	5H Mrs Alty
class.mrsratchford@sacredheart.wigan.sch.uk	4S Mrs Ratchford
class.mrsdutfield@sacredheart.wigan.sch.uk	4H Mrs Dutfield
class.missprescott@sacredheart.wigan.sch.uk	3S Miss Prescott
class.misspike@sacredheart.wigan.sch.uk	3H Miss Pike
class.mrsankey@sacredheart.wigan.sch.uk	2S Mr Sankey
class.missdraper@sacredheart.wigan.sch.uk	2H Miss Draper
class.mrsjackson@sacredheart.wigan.sch.uk	1S Mrs Jackson
class.mrshart@sacredheart.wigan.sch.uk	1H Mrs Hart
class.mrsbeardsworth@sacredheart.wigan.sch.uk	RS Mrs Beardsworth
class.missduffy@sacredheart.wigan.sch.uk	RH Miss Duffy
nursery@sacredheart.wigan.sch.uk	Mrs Latham/Mrs Darlington

Thank you for reading all of this. I understand that there is a lot of information, but it is all important.

Please remember, we are not far away and are always ready to help. Do not hesitate to get in touch if you have any worries or concerns.

Yours sincerely,

Mrs C. Mason
Headteacher