

HEATHFIELD KNOLL SCHOOL

and First Steps Day Nursery

3 months to 16 years of Educational Excellence

Headmaster: Mr. L. G. Collins B.Sc.(Hons), P.G.C.E., M.A.

MJS/EJB

5th January 2021

Dear Parents,

Apologies for the tardiness of this letter as we have had to hastily rearrange procedures for the start of term following the Prime Minister's announcement last night.

Please see below some notes which will help you and your children get up and running tomorrow.

Lessons

All lessons for Reception to Year 11 will be online from tomorrow. We are going to begin a full timetable of lessons for all year groups with a mixture of 'live' teacher-led tasks and pre-recorded video lessons. Teachers should be available to support all lessons whether live or recorded.

Reception to Year 2 lessons will be shared via ClassDojo. Year 3 to Year 11 lessons will be delivered by Google Classroom and Google Meets. We recognise that it may not be possible for all children to engage with every lesson at the scheduled time. Many of the Google Meets and Zoom sessions will be recorded to view at a later time.

Lessons will follow the school/class timetables as per last term, however please note that there are some amendments from last term which will be shared with the children and are available to view via the parent portal. Given that the online curriculum is quite intensive - we realised during the previous lockdown in the spring that children found it quite tiring - we will not be setting homework with the exception of Years 10 and 11.

Wednesday morning - 6th January

Rec - Year 2

Lessons will be allocated on ClassDojo starting at 8.45am.

Years 3 & 4

Lessons will be allocated on Google Classroom at 8.45 am

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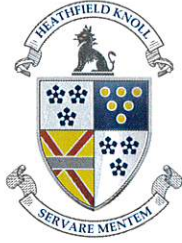


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Trading as Heathfield Knoll School



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Years 5 to 11

There will be a Form Tutor lesson at 8.45am to go through timetable changes, expectations of online learning and any other housekeeping matters.

Start of the Day

From Thursday 7th January there will be an online registration period at 8.35am for all children each day. Any children not present will be marked as absent and school will follow this up with a phone call home or a direct message to parents via Classdojo. If children in Years 5 to 11 are not able to attend lessons on a particular day, please contact school reception prior to 8.35am wherever possible.

Reception to Year 2 will have a Zoom registration period with a link shared via ClassDojo.

Year 3 to Year 11 will have a Google Meet registration period with a link shared via their Form Google Classroom.

Availability of Staff in Lower School

As we will be working on a full time curriculum, staff will be available to answer questions, reply to messages and review work during the allocated lesson times and during their allocated non-contact periods. This is slightly different from the previous lockdown, so please be patient.

End of the Day

The end of the school day will be 4pm. Children in school should be collected at this time. There will be no Prep or After School Activities until further notice. Wrap around care will continue for younger children in Preschool and Key worker children below Year 4. This should be booked through the Parent Portal or directly with Mr Jaunzems - sjaunzems@hkschool.org.uk

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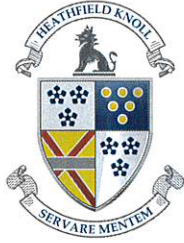


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Lunches

Please be aware that children in school will not be provided with a lunch. Please remember, therefore, to send a packed lunch in with your children each day.

Uniform

Children attending school should wear school uniform as normal. There is no requirement for children to wear uniform for remote learning at home, however we stress that children should be appropriately dressed for all lessons, e.g. no pyjamas. Children should not be eating during lessons; a drink is acceptable.

We appreciate that a full timetable for all year groups is ambitious. We also appreciate that it will not be possible for some families to access all lessons every day. Please do get in touch if you are finding it a challenge and we will do our best to help you through this challenging time.

Best wishes,

Mr M Stubbs
Deputy Head

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