



18<sup>th</sup> January 2021

Dear Parent / Carer,

As most of the school is now completing remote learning, I want to take the opportunity to set our expectations as a school and then provide support to help you with this at home. Please find attached Hurst Hill's Remote Learning Policy, the main points of which, I have summarised below.

All pupils who are not attending school currently, must be completing education at home. If your child is ill, you need to ring school and let us know, just like you would if they were in school. Please ring 01384 818845 to let the school office know or email [info@hurst-hill.dudley.sch.uk](mailto:info@hurst-hill.dudley.sch.uk). They will then be marked as ill and we will not expect any work to be submitted for them that day. **All other pupils must be completing their work daily.**

The **class register** for online learning will be taken at 9am on Google Classroom but you can complete it at any time, showing us that your child is engaging in home learning. It is important that your child registers daily. We have set 9am as the time of the register to try and encourage your child to maintain a healthy routine. If due to your work circumstances, you don't register your child at 9am, as long as they register at some point during the day, and complete their work, that is fine.

Please find attached a **year group timetable** to help you keep your child in a routine. These can be found weekly on your child's google classroom and on the school website. This is a suggestion only and can be altered to work around your home circumstances, as long as your child completes their daily work. This is at least 3 hours of learning per day for Reception and KS1 (Y1-2) and 4 hours for KS2 (Y3-6).

We are using a combination of videos that we are recording ourselves and videos produced by companies such as White Rose maths. Any videos that our staff have produced, please do not share them on social media as they belong to school and are there to support your child. We will sometimes use YouTube to share videos with your child so please ensure your child is supervised. Follow the online safety guidance from the school website to ensure your child is safe online. We have produced our own self-help video guides that are available to view on our website to help you. Any technical issues that you have you can email [isupport@hurst-hill.dudley.sch.uk](mailto:isupport@hurst-hill.dudley.sch.uk) or call the school office on 01384 818845.

Your child needs to **upload their work in order for us to mark it daily**. This timely feedback ensures that your child knows what they have got right / wrong and ensures that we know what your child and can't do so we can plan further lessons and give further support / challenge. SEND pupils and Reception pupils may be given paper packs to support them. This work still needs to be uploaded by taking a photo so we can mark the work daily. Some teachers may have agreed that



pupils can return paper work to school for marking but this slows down the learning process as it takes us longer to get the marked work back to you.

We will be **ringing families** whose children are working from home at least once per fortnight. This is a check-in just to see how you all are. If your child is not registering and there is no contact on Google Classroom, then we will ring the family more frequently to check you are safe and see if we can help support you and your child to access the lessons. Please answer withheld and private numbers as this could be us ringing. If you do not answer your phone then we have to send our attendance company, Instill, who will knock on your door. Please just answer your phone.

Learning online is new to us all. We aim to provide the best home learning that we can and appreciate the support that you are able to give your child. We also understand that many family circumstances are different such as parents who are also trying to work from home and parents struggling with subject knowledge which is completely understandable. Please contact us if you are finding anything difficult as we are here to help.

Sending all our school community our very best wishes.

Stay safe.

A handwritten signature in black ink, appearing to read 'Mrs Keen', written in a cursive style.

Mrs Keen  
Headteacher