



**BARNARD CASTLE
PREPARATORY SCHOOL**
FROM THE HEADMISTRESS

Thursday 19th March 2020

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Dear Parents

Remote Teaching and Learning at Prep School to National School Closure to Prevent the Spread of COVID-19

As you are all aware, the situation with the COVID-19 coronavirus is rapidly evolving and it is for this reason that Prep School have over the last three weeks been preparing for a situation where we would have to teach our curriculum remotely either due to national school closures or due to families who need to self-isolate. Following on from the Government's announcement yesterday evening, we are now at that point. As from Monday 23rd April, Prep School will be implementing our Remote Teaching and Learning Plan.

During this unsettling period, Barnard Castle Prep School will ensure that the children's education will all be provided remotely, so continuity of learning will progress. The intended outcome is that the curriculum will be at the forefront of all work that we set and, as far as possible, the progress of the pupils will not be negatively impacted. Our teaching staff have undergone training and all our children in Year 3 to Year 6 have had an assembly and a lesson on how to access their learning from home. As all of their work will be sent using email, we also asked our children to sign an agreement to ensure that they remain sensible whilst having a greater exposure to technology. A copy is attached at the end of this letter for your information.

This morning I held another assembly with all the children from Reception to Year 6 to reinforce how we would teach the children next week and beyond, whilst answering any questions that the children may have had. We are all now feeling very positive about the prospect of being able to learn from home.

To enable the remote delivery of learning to be as effective as it possibly can be, we would encourage you to ensure that:

- You encourage and support your children's work including finding an appropriate place for them to work quietly and checking that the set work is complete.
- You should contact the class teacher if there are any concerns.
- If physical pieces of work have been created, we would appreciate if parents, wherever possible, could photograph and email these to teachers so that they can be marked and acknowledged.

The Process:

Prep School will provide remote learning to all children in the Pre-Prep through daily emails to parents and in Prep School through daily emails to pupils. Emails will be sent each

morning. For clarity of communication in Prep School, and to track consistency, all communication, tasks and feedback will all be sent via email.

Homework tasks in this situation, with the exception of 'Takeaway Homework' will be put on hold as these will be incorporated into daily tasks. In addition to this, we will also be sending home some of the children's workbooks tomorrow. We would kindly ask that you and your child await clear instructions in the daily email before completing any of the pages in the books. This will ensure that we can send appropriate teaching points along with the required task for that day. If your child is currently not in school, we will send these in the post for you.

The nature of all the work that will be set will continue to allow progression and fulfil all curriculum objectives.

Pupils will also return work using email and according to the instructions given. Teachers will mark this work electronically and return it promptly with feedback, as they would do in class.

Prep School staff will also maintain normal school working hours, 8.30am to 5:00pm, for getting in touch with and returning work back to the children. However, please could I ask that you kindly empathise with us that there will likely be a very large volume of email traffic to and from staff and that an immediate response might not always be possible.

As we enter a phase of pupils learning remotely, we are fully aware of the challenges that this will present to our pupils and to you as parents. I want to reassure you that we will be doing everything we can to guide, advise, support and coach our pupils through this period.

Your child's class teacher and I will stay in close contact with you and your child throughout this time period. However, should you have any concerns, please do not hesitate to contact us.

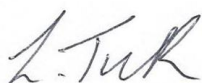
We would urge you to talk to your children about the COVID19 situation in a calm, reassuring manner. They will have questions about the situation and the immediate future. Please be reassured that you also have our full support and, if you have any concerns, please do not hesitate to contact me.

This is a challenging and unprecedented time for us all and our plans, whilst thorough will not be 'stress-tested' until operational. Please provide any feedback you feel appropriate during the process in order for us to continually evolve and improve.

The Prep School will continue to ensure that the children are receiving the very best education they can, in what is a difficult situation for us all.

Best wishes to you and your family, stay safe.

Yours sincerely



Laura Turner



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Online Remote Learning Responsible User Agreement

I understand that it is my responsibility to use online learning appropriately and I therefore agree to the following:

- I will only use technology for school purposes as directed by my teachers.
- I will only use technology when there is an adult in the house and they know I am using it.
- I will not reveal my passwords to anyone (except my parents).
- I will be responsible for my behaviour and actions when using technology, this includes the resources I access and the language I use.
- I will make sure that all my communication with pupils, teachers or others when using technology is responsible and sensible.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I come across such material, I will report it immediately to my parents and teachers.
- I understand that when using Microsoft 365, and other applications provided by the school, my use can be monitored and logged, and made available to my teachers.
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parents will be contacted.

Signed: _____

Date: _____