

Dear Parents,

So we are to close again. We are bitterly disappointed but understand and of course support the reasons fully.

You have already received the Remote Education Policy and can access the Remote Education Timetables on the class memo pages of the website.

Please note the following points:

1. For communication, between teachers and children, all the children should use the email address given them by us. Those new to the school will be contacted with their child's class teacher who will give you your email shortly.

Emails take the form of first name + last name initial @ meadowbrook.uk

It is essential that all correspondence is within the meadowbrook.uk domain to minimise risk of computer viruses. It also means that we can reset passwords and manage email addresses. If a breach is suspected we can control the account instantly, lock it, change passwords etc.

2. Key worker provision will start from tomorrow. We had a rota ready but are having to make last minute changes due to the latest restrictions and changes in both the status of staff and their availability. In a change to the Handbook and Remote Learning Policy, we have no choice but to change cover for Key Workers to 9am – 3pm. Although the rules for Key Worker cover state that both parents must be Key Workers, we will endeavour to provide cover for children where one parent is a Key Worker ONLY IF cover cannot be provided by the other parent. Please know that we are going to struggle with the current staffing numbers to provide this cover AND commit to remote learning simultaneously and I would ask that Key Workers ONLY USE US IF ABSOLUTELY NECESSARY. Please remember that Key Worker cover is child care and NOT education. We are having to man these sessions with a mixture of adults who we have on staff and who are available. Children will not be covered by their teachers necessarily but rather by adults known to them, including a core member of full time teaching staff. Rotas are subject to change depending on availability of staff. Children are to bring with them their home learning packs and will be able to access remote education whilst in the school setting. They will also need a packed lunch and a change of clothes. If you require cover, you must contact us tonight (as previously requested) if you have not already done so.
4. Our remote learning timetable will begin in full on Wednesday. For tomorrow children will be required to attend a class meeting with their teachers at the following times: (designed to account for siblings):

Year 5&6 9am

Yr 3&4 9.50am

Year 1&2 10.45

Reception 11.30

During these meetings, teachers will speak to the children about Remote Education, their timetables (including specialist subjects) ground rules and safeguarding issues as well as other housekeeping matters. PLEASE REMEMBER THAT YOU MUST BE PRESENT OR WITHIN EARSHOT OF ALL COMMUNICATION. Refer to the Remote Education Policy for further information.

Teachers will also set a few assignments for tomorrow before the start in earnest of the Remote Timetable.

5. Home Learning Packs will be ready for collection on Wednesday. Again, you will be guided by your child's class teacher regarding your collection time.

Serena Gunn