

Guidelines for working at School and at home in the Summer Term

In order to continue the progress made by your daughters already this year, we are all committed to making their education as full, varied and purposeful as possible. Whether your daughter is working at home or at School, all pupils will be set the same tasks to ensure equal learning opportunities to all pupils.

How will future learning take place at home and at School?

Rather than trying to follow our normal school day, we will set work for Y1-5 in a more flexible manner.

- Work for English and mathematics, which are our core subjects, will be given every day by 9:00am on Show My Homework or emailed to your daughter's school Outlook account on Office 365. We expect the girls to spend no longer than one hour on each subject and we ask for this to be returned to the teacher by 4:00pm.
- Work for science, topic (history/geography), computing, French, art, music, RS and PSHCE, which I will call our foundation subjects, will be given by 9:00am every Monday. We expect the girls to spend no longer than one hour on each subject and we ask for these all to be completed by 4:00pm on the Friday.
- PE will not be a specific set activity: we are asking your daughter to share with her class teacher a physical activity she has done, eg. cycling, playing football, completing a Joe Wicks workout, walking, etc. every week.
- We would also expect that the girls complete a mental maths activity, spelling practice and reading every day. We expect you to spend no longer than 15 minutes on each subject.
- If the teacher is using Office 365 to email work to your daughter, you will still receive a summary of the tasks given on Show My Homework, to keep you fully informed.

We hope that, by sharing all the week's learning activities with you on Monday, you will be able to structure your own week, to suit your own family and work commitments.

I suggest that every pupil completes her English and mathematics work in the morning, and then together you can select from the nine foundation subjects to suit your circumstances. For example, you might like to complete two foundation subjects each day, or you might want to complete one foundation subject and then go for a bike ride together on another day.

Whilst we ask for everything to be completed by Friday, please do not wait until Friday to 'hand work in'. It would greatly help the staff to manage their workload if you could submit work as soon as possible after completion. The staff may choose to mark work as soon as they get it, or they may prefer to wait until the whole class has submitted it.

There may be some optional extension tasks suggested, as we know that some of you are requesting things to do to keep your daughters busy. Please ensure that your daughter does not rush the set work, thinking that she must complete the optional suggestion too. The staff will ask pupils to repeat set work, if it not completed to the standard we know your daughter is capable of.

Every Home Learning Task will have clear instructions, with maybe a supporting PowerPoint or an online link, and it will explain how the task should be submitted for marking and feedback. There will be a variety of activities every day, which practise different learning skills. Some work will require access to the internet, some will be written, some will be practical. We will not be setting the usual timetable of 'home sharing' activities or homework

during this time. We hope that you will find some time for your daughter to enjoy recreational activities and we will try to provide ideas, where possible.

What will happen if my daughter is learning at School?

Your daughter can be dropped off at School at **8:30am** to the Junior Department. All families can drive on the School site during this time. Please wait outside the Junior Department until a member of staff takes responsibility for your daughter. She will be registered by the member of staff on arrival.

All the pupils who are learning in school will be supervised in a classroom by two members of staff. The girls will be able to access their Home Learning Tasks by 9am and then they can complete them. We will have breaks together outside and eat lunch together inside.

When you have finished work and are collecting your daughter, please come to the Junior Department main entrance and press the door buzzer. Wait there until a member of staff can bring your daughter to you. All children must be collected by **5:00pm**.

What should my daughter bring for learning at School?

Your daughter can wear her home clothes, so that it is easier to wear clean clothes every day for hygiene purposes. She should bring her pencil case, water bottle and her lunch and snacks for the day. Your daughter should bring any Home Learning resources (books, booklets) given by her teachers to use for Home Learning Tasks.

What should I do to prepare for learning at home?

We advise that you prepare for this by keeping the Home Learning resources in a designated place so your daughter can be reasonably independent. This includes ensuring that there are basic stationery items (pencils, coloured pencils, glue, scissors, ruler, rubber, etc) available for her to use. Please keep her log in details safe and easily accessible. I suggest that you agree upon a family routine, so that this new way of working becomes the new 'normal', and less stressful for everyone.

EYFS parents/carers must ensure that they can log in to Early Excellence. Y1-5 parents/carers were sent a hard copy of their access codes to Show My Homework and asked to set up their account.

How do I help my daughter log into Show My Homework?

Logging into Show My Homework:

- Google 'Show My Homework'
- Select 'Student'
- Click '**Sign in with Office 365**'
- Enter email address: firstname.surname@leicesterhigh.co.uk
Ensure there are no spaces.
- Enter password:

The same password used to log in to the school computers. Remember the first letter will be a capital letter!

It is vital that you have set up Early Excellence (for EYFS) or Show My Homework (for Y1-5) or you cannot receive the Home Learning Tasks that will be needed for your daughter's education. Please contact us if you have any questions.

Do I need to help my daughter when learning at home? How much should I help her?

As this is a new way of working for us all, you and your daughter may need some support initially in order to make learning run smoothly. Our younger pupils are likely to need far more support than our older pupils. Whilst we teach skills in our ICT Suite, your daughter will not be used to completing normal school tasks on a computer, so she will require some support to use your devices at home.

In our classrooms, learning is not just getting an answer right or completing a task – the process is as important as the outcome. It is really important that you let your daughter make mistakes and solve problems herself. Your daughter is used to turning to you when she has a problem that needs solving, and in these busy times it might feel like the best solution to tell her what to do. Where possible, stay firm and resist this natural temptation to provide an answer, but ask a question that will guide her to find the solution herself. It may not be a 'quick fix' but it will embed the learning, improve her independence and give your daughter a sense of pride that she found the solution. However, we all need a 'quick fix' sometimes, so it's ok in moderation!

How can I get help from the teachers when learning at home and at School?

All school staff will be working throughout this time either within the School premises or at home. If you have any questions about the Home Learning Tasks, please contact the relevant teacher, using the following contact details:

Mrs S. Davies	Head of the Junior Department, Y3 maths sarah.davies@leicesterhigh.co.uk
Mrs P. Gascoigne	Assistant Head (Juniors), Y3 class teacher, Y1 & Y2 PSHCE pg@leicesterhigh.co.uk
Mrs N. Weller	EYFS Leader n.weller@leicesterhigh.co.uk
Mrs J. Jethwa	EYFS Lead Practitioner j.jethwa@leicesterhigh.co.uk
Miss E. Stell	Y1 class teacher e.stell@leicesterhigh.co.uk
Mrs S. Neuberg	Y2 class teacher, Y4 spelling s.neuberg@leicesterhigh.co.uk
Mrs S. Wayman	Y4 class teacher, Y3 & Y5 art s.wayman@leicesterhigh.co.uk
Mrs C. Dryland	Y5 class teacher, Y3 & Y4 RS c.dryland@leicesterhigh.co.uk
Miss S. Williams	Y1-5 Computing, Y1-5 Music, Y2 RS s.williams@leicesterhigh.co.uk
Mrs G. Wheeler	Y1-5 French g.wheeler@leicesterhigh.co.uk

Direct line to Junior Department hall: 0116 2746015

How can I keep life as normal as possible for my daughter whilst learning at home?

The unprecedented recent events have brought unimaginable changes to us as adults, so it is important to understand how important a routine, calm reassurance and a positive attitude are to a child. We recommend that you:

- Establish your family routine
- Play games and solve puzzles
- Read
- Prepare family meals together
- Watch a tv programme or film together
- Take up a new hobby or refresh something you haven't done in ages
- Get some fresh air and exercise as a family
- Listen to music
- Talk

It is important that you enable your daughter to maintain her friendships for her mental wellbeing. **You are not able to allow your daughter to physically be with her friends**, but you could set up regular phone/video calls with her friends.

What about e-safety at home?

The recommended level of social isolation inevitably means a greater reliance on technology for communication. Please check that your daughter is safe online and reinforce what she should do if she comes across anything online that makes her feel uncomfortable. Regulate the amount of screen time that she has and make the most of the additional resources provided online for school closure.

We have taken time out of the planned timetable to reinforce the importance of e-safety to your daughters. There is some excellent guidance from Thinkuknow (<https://www.thinkuknow.co.uk/>) if you would like to discuss relevant issues with the family.

How will the class teacher support my daughter whilst learning at home and at School?

Your daughter's class teacher will be contacting with your daughter through Early Excellence/Show My Homework/Outlook regularly. We will be able to provide personal attention through the comments. We will also be assessing pupil progress after activities and awarding House Points for their efforts and achievements.

The pastoral care is so strong at Leicester High that we will endeavour to make this stretch to every home during this difficult time. Please reassure your daughter that we are here for them, even when she can't see us.

How will my daughter's teacher support me when learning at home and at School?

We will taking active measures to keep in touch with you, so that you are not left alone. Every week, your daughter's class teacher will send you a short email to check that you are managing. Please make a quick response to these emails so that we do not lose our close home-school partnerships that help us support your daughter together.

Please can I take this opportunity to thank you for the kind words and support that you have shared with the School and each other over this week. I know that our School community is very special - that is because everyone. . . you. . . make it what it is. I look forward to seeing you all back in our wonderful School as soon as possible. Please keep yourselves and your families safe.