



The Manor
Preparatory School

To All Parents

Friday 17 April 2020

Dear Parents

Remote Education

We very much hope this letter finds you and your families well and having had a very good Easter break. We have been so pleased to see the creativity and imagination that the children have demonstrated in the many photographs you have so kindly been sending in; wonderful challenges and achievements, new skills learned and a real sense of family. It has not been easy, at times, for any of us but there have clearly been real benefits too.

We are writing to outline the academic and pastoral plan for Remote Teaching and Learning in the Summer Term.

The experience of teaching remotely in the final week of term was helpful in forming a plan moving forward. We would like to thank those parents who have been in touch in order to let us know how it has been from the children's and parents' perspectives and those whose personal experience has provided valuable advice for us in such circumstances. What has also helped us to plan has been research into the experiences of schools around the world, ahead of us in terms of the timing of their school closures. We have attended webinars and have been able to take part in Question and Answer sessions which have been extremely informative.

Please find the Remote Teaching and Learning Policy on the school website (or [click here](#)), which gives details of our operational systems.

We very much believe that we will be offering excellent learning opportunities for all of the children. As we move through the term we will make adjustments accordingly in order to be sure that we are providing the best possible opportunities at all times. To this end we welcome engagement with you all. Our members of staff are quickly learning a new way of teaching and sourcing appropriate materials; a huge amount of work has gone into this over the holiday. We fully appreciate that, within our Manor community, households' experiences will vary and we encourage you to communicate any concerns you may have in order for us to support you in this challenging time.

The broad principles which have been addressed, as we build on the practice of the last week of term and prepare for next term, are as follows:

The use of video in our lessons

It has become clear from the point of view of staff and that of the children and their families that the contact video provides is invaluable in a period of Remote Teaching and Learning. This will undoubtedly enhance both our teaching and pastoral care and enable us to maintain a sense of community.

Pre-recorded introductions to lessons will allow the children to see their teachers. We will also be exploring how live video calls may be used so that staff can communicate with groups of children. The secure Google Meet platform will be introduced, throughout the school, to provide

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the opportunity for small groups of children to spend valuable time with their teachers either in academic lessons or for pastoral care, stories and social time through Form Teachers.

Please be aware that to ensure best Safeguarding practice, the following conditions apply if your child is taking part in a live video call:

- All live calls will be recorded by staff and saved on the school's secure Google database.
- Staff, children and any other members of the child's family in the room will wear suitable clothing and will be in an appropriate location (calls should not take place in bedrooms).
- Any language used during 1:1 video calls will be professional and appropriate.
- Parents must read and understand the school's E-Safety and Acceptable Use Policy and support their child/ren in reinforcing safe internet use on Google Meets.
- Staff videos posted online must not be downloaded to any devices in your household or shared/redistributed in any form.
- Children must not access Google Meet without a member of staff present on the call.
- Parents should be aware of Google's Privacy Policy and Terms and Conditions, which can be found here: <https://policies.google.com/privacy?hl=en-US>

Timetables

Timetables have been amended throughout the school to enable the whole community to sustain a potentially long period of time of remote learning. The teaching of English, Maths and Science has been moved to the mornings with non-core subjects falling later in the day. This is to ensure that the core subject work is addressed when the children are at their freshest. The new timetables for each year group will be available for you to see on the Parents' Login Page on the website shortly.

Our aim has been to engage the children in a broad curriculum over the course of each day and throughout the week. We found that remote lessons took on an intensity not present in a physical classroom where there would naturally be more interaction and movement. Whilst creating the timetables, we have built in times for the children to catch up with work which has been set. If you find that there is not enough work for them or the levels we are expecting are too great then please let us know; every child is different and every household is in a different situation. Where Art and DT appear on the children's timetables, please find activities and challenges prepared for each age group on the Parents' Login Page on the school website. These will be updated regularly. Physical activity continues to be an important part of every child's development and this has been considered very carefully across the school. The children in EYFS - Y2 will be able to see Miss Ingram introduce the exciting new Jasmine Learning platform from Real PE. For those in Y3-6, the PE Classroom will be updated with lesson plans for the week ahead each Sunday evening. There will be two lesson plans each week, one for Athletics and the other for Cricket.

We are also mindful of the need to create a healthy balance between screen time, creative time and time to just be. Whilst we appreciate that this is difficult for parents who are trying to manage busy working lives as well, it is important for everyone's wellbeing that we take regular breaks and enjoy the fresh air.

Reading

An engagement with reading is a source, not only of pleasure - whether shared or independent - but also of intellectual and creative development and equips us with the ability to empathise. It is not always easy to persuade a child that they enjoy reading. As the adults in their lives, we try to encourage them. In our planning for next term, we have built in time for reading, both fact and fiction, for all of the children. Many of you have already accessed the stories which have been read online by many of our members of staff and more will be prepared over the course of the term. For the children in Reception, a scheme called Reading Eggs will be introduced which facilitates progression, monitoring and feedback. The Rising Stars Scheme for Y1 and Y2 has the same benefits. In Y3-6 the children will be encouraged to pursue not

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only independent reading of their choice but to engage with the Reading Exploration programme in which their reading is followed up with a series of critical, analytical and enhancement challenges. In our conversations with Senior Schools, the children's engagement with reading is regularly cited as the best way in which we can prepare them for the start of their onward journey.

Curriculum Topics

Our Medium Term Curriculum Plans have been amended over the course of the break as we have researched new resources to facilitate the remote delivery of the curriculum topics. In their Welcome Letters to you, the Heads of Section will outline the topics which will be covered over the period of school closure in each year group within the school. We encourage you to make use of reference books that you may have at home to add depth to the topics. Parents and brothers and sisters - or the wider family remotely - may choose to join in with conversations around these topics.

Assessments

Assessment of the children's progress will continue to be ongoing during the period of working remotely. Teachers will evaluate the work that the children are doing and provide feedback through the platform particular to each Section of the school. To help us with this we would be grateful if parents could ensure that in Y3-6 the children are submitting their work through Google Classroom and in Y1 and Y2 through J2e.

In the Early Years Foundation Stage, staff will continue to track the children's progress and their learning journeys will be maintained. In KS1, Education City will aid teachers in assessing children's progress in English and Maths. In Y3 and Y4 teacher assessments will track the children's progress and in Y5 and Y6 GL Assessments in English, Maths and Science will be carried out remotely. Mrs Heyworth will be in touch shortly regarding the children's logins.

Learning Support

We recognise the important role that the Learning Support Department plays in the lives of many of our children. This support, as outlined previously, will continue as below.

Y1 and Y2 - Spellings will be uploaded onto J2e and the relevant activity sheets will be sent to parents. There will be no individual sessions at this level.

Y3 to 6 - Spelling Groups will run through Google Classroom. Individual lessons will utilise the Google Meet option. Mrs Gottfried and Mrs Heyworth are in the process of organising times for pupils to access a regular 1:1 lesson. Please would parents ensure that they have completed the permission form sent out by Mrs Copson at the start of the holidays.

In addition, the Learning Support Department will meet with each Section of the school during the course of the INSET days (taking place today and on Monday 20 April) in order to establish a pattern for supporting whole class teaching. This is likely to be in the form of joining a remote classroom in order to help small groups of children as they carry out their activities.

E-Safety

At this time, our teaching of E-Safety has never been more important. At the start of term, in Years 1 and 2, members of staff will deliver an E-Safety lesson remotely. For Years 3 - 6, the next lesson in the 'Switched On Online Safety' curriculum will be delivered by your child's Computing teacher during the first week back.

Acceptable Use Policy

Please note that our E-Safety and Acceptable Use Policy has been updated to reflect the changes to our teaching and learning provision next term. We would be grateful if you could take some time to talk your child/ren through the new section for pupils on how to act responsibly when using technology (Section D, Page 14). Please find the E-Safety and Acceptable Use Policy on the school website (or [click here](#)).

Home Filtering

Whilst our staff will only ever share links and resources which are safe for children to access, all parents must ensure that they have appropriate home filtering in place to protect them when online.

Parents may find the following links helpful in setting up effective internet security and filtering at home:

<https://www.vodafone.co.uk/mobile/digital-parenting/parental-controls-and-filtering>

<https://www.internetmatters.org/parental-controls/>

<https://www.saferinternet.org.uk/advice-centre/parents-and-carers/parental-controls-offered-your-home-internet-provider>

If your child encounters harmful online content, please be aware of the following sites and also inform Mr Varun Footring (vfootring@manorprep.org):

[UK Safer Internet Centre](#): to report and remove harmful online content

[CEOP](#): for advice on making a report about online abuse

Mental Health and Wellbeing

The Coronavirus outbreak has had an impact on the daily lives of our whole community. It has never been more important to take care of our minds and bodies and we would encourage all parents to read the government guidance document, titled: 'Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19)' (link below).

We will continue to support the children pastorally during school closure via online communications and in some cases, telephone calls. As outlined above, we hope to soon be able to facilitate live calls for classes to maintain this layer of pastoral support remotely.

Before the school closed, teachers spoke to all children about who they can share concerns or worries with at home and in Years 3 - 6, how to communicate with their teachers in school via Google Classroom and Google Docs if they want to share how they are feeling with anybody else as well. The children were also reminded of '[Childline](#)', who offer support online and on the phone if children have worries.

Mrs Shadbolt has filmed some Mindfulness video lessons which have been posted to the school website for children to access during school closure to support their mental health and wellbeing.

We will also continue to offer counselling to our school community during this time which will take place remotely if requested.

If your child is feeling worried, you may wish to consider the below advice from Young Minds to support them:

- Talk to them about what's going on. Find out how they're feeling and what they're thinking about, let them know it's okay to feel scared or unsure, and try to answer their questions and reassure them in an age-appropriate manner. Remember, you do not need to know all the answers, but talking things through can help them feel calmer.
- Help them to reflect on how they're feeling and encourage them to think about the things they can do to make them feel safer and less worried.
- Reassure them that this will pass, you're there for them, and you will get through this together.
- Encourage children to spend time doing a positive activity such as reading, playing, painting or cooking to help reassure them and reduce their anxiety. This is also a great way of providing a space for them to talk through their concerns without having a 'big chat'.

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- Encourage children to keep to as many regular routines as possible so that they feel safe and stable.

More information about supporting children with their mental health at this time can be found on these links:

<https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak>

<https://youngminds.org.uk/find-help/looking-after-yourself/coronavirus-and-mental-health/>

<https://youngminds.org.uk/blog/what-to-do-if-you-re-anxious-about-coronavirus/>

<https://youngminds.org.uk/find-help/for-parents/supporting-your-child-during-the-coronavirus-pandemic/>

We have been very impressed by the children's attitude towards their new way of learning and by their resilience. We are also very grateful for the way in which members of staff at The Manor have responded to the situation in which we find ourselves and to the way in which both teaching styles and materials, and matters of pastoral care and safeguarding children, have been adapted accordingly. Please do not hesitate to get in touch if we can help you or your family as we move into the new term.

With our best wishes

Victoria Evans
Deputy Head Academic
vevans@manorprep.org

Varun Footring
Deputy Head Pastoral
vfootring@manorprep.org