

4th January 2021

Dear Parents/Carers,

Firstly, we would like to thank you all for your flexibility and support following the recent news regarding the delayed school opening. We had to react quickly and, as you can imagine, we are all on a learning curve; things will go well and other things will need improving as we go. You can contact us on the year group email with any questions: year4@branfil.havering.sch.uk

To support your child while they are learning from home, we will be running some daily drop-in sessions for English and Maths, via our Google Classroom, to provide help and support for the work that has been completed. Your child will be able to access the drop-in session that most suits their challenge level. They are used to completing red, amber or green challenges in school and these are also clear on the lesson slides on Google Classroom. It may be that your child will attend a different session time each day, according to the work they completed and their confidence in each task. Teachers will keep a record of which children have attended which sessions so they are aware of who has been engaging with them.

These sessions will provide an opportunity for us to notice and address any areas of difficulty, ask and answer questions and move learning on. They will also provide an opportunity for the children to see each other and maintain social interactions, as much as possible, while we are at home. Please see the timetable below for more information.

Drop-in Session Timetable – starting 6th January 2021

	Monday	Tuesday	Wednesday	Thursday	Friday
10.00 - 10.20		4R welcome back session.	4R Maths Green/ Amber	4R Maths Green/ Amber	4R Maths Green/ Amber
10.30 - 10.50		4L welcome back session.	4L Maths Green/ Amber	4L Maths Green/ Amber	4L Maths Green/ Amber
11.00 - 11.20		4B welcome back session.	4B Maths Green/ Amber	4B Maths Green/ Amber	4B Maths Green/ Amber
11.30 - 11.50			4R Maths Red	4R Maths Red	4R Maths Red
1.00- 1.20			4L Maths Red	4L Maths Red	4L Maths Red
1.30 - 1.50			4B Maths Red	4B Maths Red	4B Maths Red
2.00-2.20			4R English	4R English	4R English
2.20-2.40			4L English	4L English	4L English
2.40-3.00			4B English	4B English	4B English

(Next Monday and Tuesday will follow the usual timetable)

In addition to completing a maths and English task, there will also be **a foundation lesson uploaded that should be completed in the afternoon**. These still form an important part in your child's learning and we believe that even when working from home, it is essential to deliver a broad and balanced curriculum.

It is very important that your child 'Turns in' their work when complete - even if they do not upload any documents of evidence. If that is the case, they should leave a comment to explain how they found the work. This way, we are able to mark off on our records which lessons your child has completed.

Please find below a suggested timetable for each day. You may find another way of organising your time that works better for you and your child, as long as they have completed the day's work before their drop in time.

Suggested Timetable (will need adjusting according to your child's drop in sessions)

Suggested Time	Activity
9.00 - 10.00	Complete maths activity
10.00 - 10.30	Break and snack
10.30 - 11.30	Complete English activity
11.30 - 12.00	PE activity
12.00 - 1.00	Lunch
1.00 - 2.00	Complete foundation activity
2.00 - 3.00	Daily reading, TT Rockstars, PE activities, Homework, Lexia, etc

You can access the drop-in sessions by going to the 4 Birch/ 4 Rowan/ 4 Larch Google Classroom 5 minutes before the start time and you will find at the top of the page a link to the Google Meet room. This will open a new tab. We will be able to see, hear and chat to the children and vice versa. We would ask that they mute their microphone initially and then can unmute during the session when needed. Your child will be quite familiar with Google Meets as it is how we have been meeting as a school for assemblies since September. If you do not see the meet link, it may be because you are a little too early.

Please be reminded that your child should complete the work on Google Classroom if they are feeling fit and well. If they become poorly or unwell to a point that you would not send them into school, they do not need to complete the work for that day.

Finally, we ask that your child completes a daily check in form, which will be used as our register. You will find this in the classroom too.

Keep safe and we hope to see you all again very soon,

Mrs Goodman, Miss Briton, Mr Starkey and Mrs Harris