



Normanhurst School

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HEADMISTRESS

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4 January 2020

Dear Parents

Re: **January Return to School**

Happy New Year to all our families: may I wish you all a happy and healthy 2021. I hope you have had a restful break, even if slightly different. I would like to take the opportunity to thank all of the Normanhurst Community for your ongoing support. I also want to say thank you for the lovely Christmas cards and gifts I received at the end of term. I have been overwhelmed by your kindness and generosity.

Despite the challenges we face and the ever changing landscape, we still aim to have a purposeful and positive term, with virtual parents' evenings, Year 9 Options, virtual Open Days in March and the Junior Jigsaw PSHE Consultation evening via Zoom.

We have reviewed the 11+ and 13+ entrance exams which were scheduled for Tuesday 19 January in light of the delayed return to school. The exams will now be slightly delayed. We have a large number of applicants for the 11+ exam in January and I am looking forward to meeting and interviewing all of the prospective pupils this term, which will continue as planned via Zoom. All prospective 11+ candidates and current Year 6 parents will receive a letter with the details later this week.

I apologise in advance for the length of this letter, but there is a lot of information to share. I hope this is not too overwhelming and you find it useful.

General Information

As you will know from Mr Hagger's most recent letter, in line with Government guidance, there is a delayed start to the Spring Term for all pupils from Year 1 to Year 11. Teachers will switch to remote learning from Wednesday 6 January.

The only pupils in school will be the children of Critical Workers in Years 1-6, who have responded to Mr Hagger's letter, and children in the Early Years classes (Kindergarten and Reception), who will be in school as normal.

All other year groups from Year 1 to Year 11 will follow a blended learning timetable consisting of teaching delivered in Zoom sessions and follow-on written tasks set on Seesaw for Years 1 to 6, and Show My Homework for Years 7-11.

Initial provisional timetables were set up and sent to parents in October. Updated timetables are being sent to parents along with this letter, so that you have all the information you need about your children's daily learning schedule.

Online Learning

Pupils in Years 1 to 6

- The attached timetables show that there is a focus core teaching via Zoom lessons for English and Maths each day. The lessons will involve active teaching and participation. Other subject lessons will be set work on the Seesaw Platform and may include pre-recorded teaching.
- Please ensure your child can log onto Seesaw at home and can upload their completed work.

- There will be a form time Zoom with the class teacher at the start and end of the day. All pupils should join these sessions. They are there to provide pastoral support and to enable the children to have time to interact with each other in an informal way.
- Peripatetic music lessons and one-to-one support sessions will be held via Zoom. The member of staff who teaches your child will contact you to make arrangements.

Pupils in Years 7-11

- There is a balance of taught Zoom lessons and independent follow-on work daily. The attached timetables indicate which lessons will be taught via Zoom each day, so that pupils have teacher input and the opportunity to work collaboratively with their group. It is essential to log onto these Zoom lessons in good time. Pupils should show their faces at the start of the lesson and have their name showing on the screen. Following the teacher input there will be time to work independently on a task, and then Zoom time for review and feedback.
- Pupils must log onto Show My Homework to access the work set, and the links for the Zoom lessons. All seniors should ensure they can access the Show My Homework Portal at home.
- There will be a form time Zoom at the start and end of each day. These will take place at 8.45am and 3.45pm. All pupils should attend these Zooms. These important sessions will help us to maintain the pastoral care that is very important to us, to support the pupils' wellbeing and to ensure that they are not having difficulties accessing the learning at home.
- Peripatetic music lessons and one-to-one support sessions will be held via Zoom. The member of staff who teaches your child will contact you to make arrangements.

Support with any Technical Difficulties

From time to time there may be technical difficulties with Seesaw or Show my Homework. In these cases we will always work with the company to resolve any issues.

Junior parents: If you need to contact the school for any technical support, or experience any difficulties, please contact your class teacher or Miss Low Ten Que, the Head of Juniors. Miss Low Ten Que is available to support pupils and parents from the Juniors with the Seesaw platform and Education City. Her email address is: NLowTenQue@normanhurstschool.co.uk

Senior pupils: Mrs Coates, the Assistant Head of Seniors, will assist with any Show My Homework enquires for the senior pupils and parents. This includes if you lose your log-in details or cannot access the site. Her email address is: GraceCoates@normanhurstschool.co.uk

Arrangements for the Children of Critical Workers

Families who need to access Critical Worker supervision for their children in Years 1-6 need to ensure this has been booked in advance in accordance with Mr Hagger's letter.

Morning drop-off: The morning dropping off for children will be from 8.15-8.40am. Children should come straight to the hall to be registered. Please bring your child to the front gate in the morning, and there will be member staff to welcome your child.

Pupils from Years 1-6 will register in the school hall. They will be organised into two groups:

- **Year 1, 2, 3**
- **Years 4, 5, 6**

Daily Schedule: Pupils attending school will be allocated a classroom and access the online learning planned and delivered by their teachers remotely. They will be supervised by a member of staff. There will be no breakfast club at this stage. After School Club will run until 4.30pm. All families must book a place with a minimum of 24 hours' notice by calling or emailing the school office.

Break Time

- **Year 1, 2 & 3** – 9.45am in the playground
- **Years 4, 5, 6** – 10.30am in the playground

Lunch Time

- **Year 1, 2 & 3** – from 12.10pm
- **Years 4, 5, 6** – from 12.30pm

End of Day for the first two weeks of term:

- **All pupils of critical workers will leave through the front gates on a staggered basis.**
- Please would parents socially distance while they are waiting on Station Road. The children will be handed over to you individually.
- Siblings can be collected at the same time as the earliest pick-up.
- **Kindergarten and Reception** at 3.00pm
- **Year 1, Year 2, Year 3** at 3.15pm
- **Year 4, Year 5 and Year 6** at 3.30pm

Please form a socially-distanced line along the wall to collect you child.

A Reminder about Absences from School

If your child is unwell and unable to attend school, either in person or online during the closure, please telephone the school office to report the absence to a member of the Office team or email absence@normanhurstschool.co.uk by 9am.

REMINDER: please do not send your child to school if they are unwell in any way. Children will be sent home if they display any signs of illness. Clearly no child should attend school if they display any symptoms of Coronavirus, or if they should be self-isolating.

Extra-curricular Clubs

The published programme of extra-curricular activities was sent to parents before the holiday. The programme of activities and clubs will not start as planned. We hope to be able to start breakfast and clubs from 18th January, this is of course subject to change. We will communicate this as soon as possible.

Year 11 Pupils

Year 11 pupils will have online learning from Wednesday 6 January for three days until Friday 8 January. The current expectation is that all Year 11 pupils will need to attend school onsite from Monday 11 January as per Government guidance. Teaching staff will be in school to teach them. Year 11 will continue to have regular access to GCSE exam questions as part of their learning this term, as this makes a significant impact on outcomes in the final exams. Pupils are becoming more proficient at understanding what questions require with this regular practice. Before Christmas, Year 11 pupils worked incredibly hard to prepare for their mock exams. We were all extremely proud of their efforts, level of focus and determination. Parents will receive their child's mock results sheet shortly.

Parents Evenings: Year 10 on Tuesday 12 January and Year 8 on Tuesday 26 January

Parents Evenings will go ahead virtually via Zoom appointments with your child's form tutor. Parents and pupils will receive comprehensive feedback on every subject provided by the subject teachers. Further details will be sent to parents later on this week regarding booking appointments.

New Parents' Portal Access

New parents will receive an email this week with information about how to access the Engage parent portal. The email will contain your username and password details. Please log on to check the portal and to confirm that your details are correct. If there are any difficulties, please email support@oaktreeschools.co.uk or contact the school office.

Staff News

We are delighted to share with you the happy news that Mrs Cooper had her baby, Jude, at the end of last term. Mother and baby are doing well!

Mrs Lafferty joins Normanhurst this term as the new SENCO and she will be able to meet parents. Please contact her on RLafferty@normanhurstschool.co.uk. She comes with valuable junior and senior expertise and experience, as well as a track record of success in helping to prepare pupils for public examinations. Mrs Lafferty looks forward to meeting the Normanhurst Community.

PSHE Parent Jigsaw Consultation for Reception to Year 6 Parents - Tuesday 2 February 5pm

This term we will be hosting a parents' consultation session about the statutory Relationships Education curriculum. This will give us the opportunity to share the resources and explain how these aspects will be taught. It will be held on Tuesday 2 February at 5pm via Zoom. All details including the link will be sent to parents closer to the time.

I hope that you will find all the information above helpful, but please do not hesitate to contact me if you have any queries or problems over the forthcoming weeks. Hopefully it will not be too long before I can speak to you personally on the school site.

With kind regards

Yours sincerely



Jacqueline Job
Headmistress



OAK-TREE SCHOOLS is the group name of:

BRAESIDE SCHOOL, BUCKHURST HILL • COOPERSALE HALL SCHOOL, EPPING • NORMANHURST SCHOOL, NORTH CHINGFORD • OAKLANDS SCHOOL, LOUGHTON

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