

19th March 2020

Dear Parents and Carers,

School Closure, Instructions from Class Teachers

School is now closed and Mrs McGeoch will continue to keep in touch with parents each day, so please check your inbox for messages and refer to the school's website and please keep in touch with us!

Your contact for classes are

nursery@meadlands.richmond.sch.uk for Mrs Wolfreys' class.

reception@meadlands.richmond.sch.uk for Miss Tadman's class

year1@meadlands.richmond.sch.uk for Miss Bunker's class

year2@meadlands.richmond.sch.uk for Miss Liebmann's class

year3@meadlands.richmond.sch.uk for Miss Hatvany's class

year4@meadlands.richmond.sch.uk for Mrs Bruce's class

year5@meadlands.richmond.sch.uk for Miss Taunton's class

year6@meadlands.richmond.sch.uk for Mrs Wreford's class

You can also contact the office team on office@meadlands.richmond.sch.uk or contact Mrs McGeoch directly on s.mcgeoch@meadlands.richmond.sch.uk

In line with the Government guidelines, we remain responsible for your child's education, so although school is closed – teaching and learning will continue. Teachers and Support Staff have worked hard to make this as clear and accessible for you all. As the weeks go by we will try to refine and develop how we communicate.

We recognise that there will be challenges over the coming weeks and sticking to a timetable may be difficult for some. All we ask is you do your best and we hope that by providing this work it offers some sense of normality and structure in a situation which may feel strange. By all means, you know your child, so take this at a pace that feels right and break the day up with exercise, conversation, games and play.

On the following pages you will find this information:

1/ Approximate timetables – a guide to what your children should be doing each day

2/ Specific information from the phase groups – so please scroll to the relevant page from your child's class teacher

3/ A reminder of the class reading books for children in Key Stage 2.

So please read on!

1/ Approximate Timetables

Early Years

Time (approx!)	Lesson
9.00 – 9.05	Mrs McGeoch's Whole School Assembly You'll find this on the website in the Assembly Box https://www.meadlands.richmond.sch.uk/class-pages/
9.05 – 9.15	Start of the day! Go online and read your teacher's instructions You will have some pencil control/handwriting to start your day
9.20 – 10.00	Maths (Monday, Wednesday, Friday) / Literacy (Tuesday/ Thursday) Lesson
10.00 - 10.30	Independent learning! Complete daily challenges. Parents, use this time to complete learning observations of your child and email them to us throughout the day
10.30 – 10.45	Snack time, have some delicious fruit! Yum!
10.45 – 11.15	Miss Davies Whole School 'Happiness' session You'll find this on the website https://www.meadlands.richmond.sch.uk/pastoral-support-at-school/
11.15 – 11.45	Phonics See the daily letter for more
11.45 – 12.30	Independent learning! Complete daily challenges. Parents, use this time to complete learning observations of your child and email them to us throughout the day
12.30 – 1.15	Lunch
1.15-1.30	1:1 reading – Reception – read your book to your parent and write in your white reading record Nursery – use this time to share a story and spot the sounds you know
1.30 – 2.15	Mr Penberthy's Whole School Work Out! You'll find this on the website https://www.meadlands.richmond.sch.uk/pe/
2.15 – 2.30	Topic lesson – this will range from Science, PATHS, to a lesson based on our topic
2.30 – 3.30	Independent learning! Complete daily challenges. Parents, use this time to complete learning observations of your child and email them to us throughout the day
3.00 - 3.30	Story time – check the class page on the website for either daily story time or Poetry Basket

Years 1 to 6

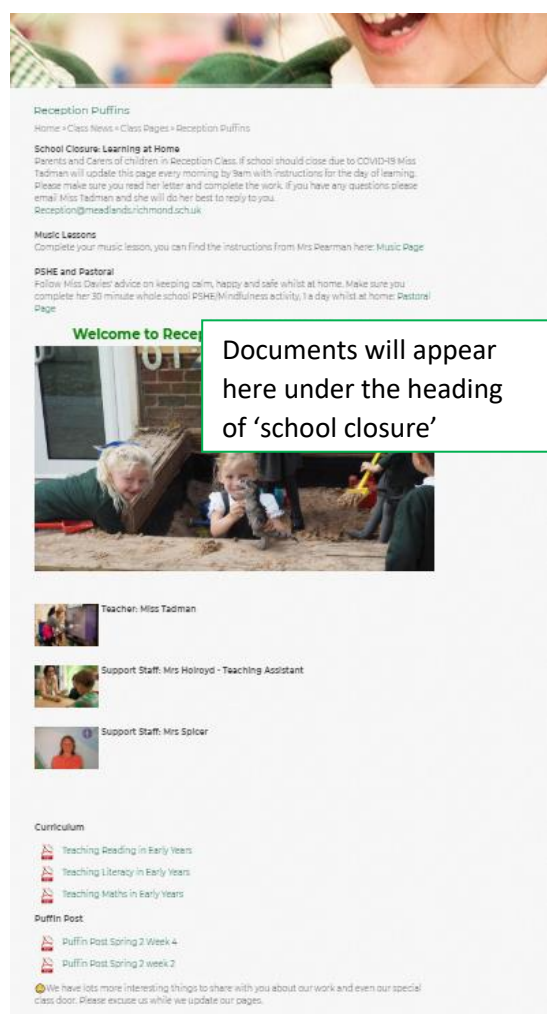
Time (approx!)	Lesson
9.00 – 9.05	Mrs McGeoch's Whole School Assembly You'll find this on the website in the Assembly Box https://www.meadlands.richmond.sch.uk/class-pages/
9.05 – 9.15	Start of the day! Go online and read your teacher's instructions KS1 will find this on the school website & KS2 log on to Google Classroom. KS1 you have some handwriting to start your day.
9.20 – 10.30	Maths Lesson
10.30 – 10.45	Snack time, have some delicious fruit! Yum!
10.45 – 11.15	Miss Davies Whole School 'Happiness' session You'll find this on the website https://www.meadlands.richmond.sch.uk/pastoral-support-at-school/
11.15 – 11.45	Reading / Phonics
11.45 – 12.30	English lesson
12.30 – 1.30	Lunch
1.30 – 2.15	Mr Penberthy's Whole School Work Out! You'll find this on the website https://www.meadlands.richmond.sch.uk/pe/
2.15 – 3.30	Topic lesson

2/ School Closure: Instruction for Early Years (Nursery and Reception)

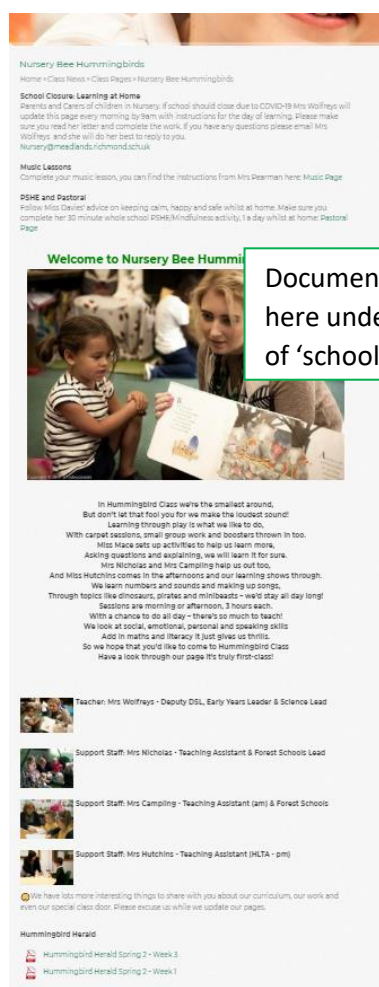
1. Every morning by 9am we will post a letter on the school website. You will find these in the class pages, in the 'class news' section.



2. Select your child's class and you will find daily letters under the heading 'School Closure'



Documents will appear here under the heading of 'school closure'



Documents will appear here under the heading of 'school closure'

3. Letters will explain two things

- Mrs Wolfrey's & Miss Tadman's 'daily challenges'
- Activities such as learning through play, such as: getting dressed independently, helping with cooking, simple maths around the house, creating Lego models and describing them etc

It is important that parents are part of this process, recording the children's responses, offering feedback on how they managed, observing how independent they are. Parents you can do this by

- filming your child's response
- taking a photo of their learning
- uploading their drawing/ writing.

Below are some examples so you know what to do. When feeding back to us it is important to include

- Include speech; write word for word what your child says during the activity
- Add details if appropriate e.g. how they held the pencil, if they used the scissors with one hand etc.
- Explain the level of help they had. There are three levels –
 - a) independent
 - b) some support (please detail what support e.g. some words spelt, some letters copied)
 - c) adult assisted (completely led through it.)

Observed on 24 January 2020



I asked [redacted] to choose a shape with no vertices. [redacted] picked up a sphere - "this doesn't have any vertices!" We looked at the rest of the shapes. LT - "can we sort them into those with vertices and those with no vertices." [redacted] picked up each shape and classified into those with vertices and those with no vertices.

Observed on 09 October 2019



[redacted] was using the corks and pebbles to build. "It's a campfire" he told me. He built it up into a triangle shape to represent a campfire. What will you use your campfire for? "To make all my food" he told me. Later, [redacted] collected pretend food and cooked it on his campfire.



■ "I am just clipping this here. I made a car. I used this to clip it together to close it. It is a racing car." He counted how many wheels there were on the car - he said 10. When asked how many there would be if he added 2 more wheels, he replied 12. ■ - 'I made a car that turns into a different vehicle. It can turn into a boat too. It travels in the water and also in a mud.' Then boys kindly shared some pieces to expand their models / or changed and swapped. ■ usually play with ■. It is one of their favourite activities at school, to choose mobile and build different kind of models out of it. They have a conversation with each other, they listen to each other and respond appropriately. At the end of the game sometimes they find it a bit tricky to dismantle their pieces but in the end they make a good choice, follow the rules and break them down to be reused for next time.

Remember, email all work to your child's class teacher using the email addresses at the start of this letter.

Check the class pages of the website regularly for story times, phonics lessons and other recorded lessons from the teachers.

Please note, during the school closure; you are responsible for collecting the evidence in your child's learning journey. If this is not completed daily, your child will have an incomplete learning journey at the end of the academic year.

If you have any questions or queries please do not hesitate to get in touch, we are here to help you and make this as fun and adventurous as possible whilst maintaining a consistent and clear routine.

Good luck everyone!

Mrs Wolfreys & Miss Tadman

2/ Key Stage 1 (Year 1 and 2) - School Closure: Instruction

1. Every morning by 9am we will post the plan for the day on the school website. You will find these in **class pages** and **'class news'** section.



2. Select your child's class and you will find the day's timetable and instructions letters under the heading **'School Closure'**. This may refer to particular pages in the work packs that have been sent home (e.g. maths and phonics/ spelling), an online game, a video on the website, or it may be a practical task/piece of work to complete in their book.

A screenshot of the Year 2 Scarlet Macaws class page. The page has a header with the school logo and navigation links. Below the header is a large photo of two children. A green box highlights the 'School Closure: Learning at Home' section, which contains text about school closure instructions and a link to a social story. Below this, there are sections for 'School Closure: PE Lessons', 'School Closure: Music Lessons', and 'School Closure: PSHE and Pastoral'. At the bottom, there is a 'Welcome to Year 2 Scarlet Macaws Class' heading.

MEADLANDS PRIMARY SCHOOL

HOME ABOUT US KEY INFORMATION ACADEMIC EXCELLENCE NEWS & EVENTS PARENTS CLASS NEWS VACANCIES

Year 2 Scarlet Macaws

Home » Class News » Class Pages » Year 2 Scarlet Macaws

School Closure: Learning at Home
Parents and Carers of children in Year 2. If school should close due to COVID-19 Miss Liebmann will update this page every morning by 9am with instructions for the day of learning. Please make sure you read her letter and complete the work. If you have any questions please email Miss Liebmann and she will do her best to reply to you.
Year2@meadlands.richmond.sch.uk

School Closure: PE Lessons
Whilst at home we would still like you to keep fit and healthy. We would like you to complete Mr Penberthy's 30 minute whole school workout, do 1 a day whilst at home: [PE Page](#)

School Closure: Music Lessons
Complete your music lesson, you can find the instructions from Mrs Pearman here: [Music Page](#)

School Closure: PSHE and Pastoral
Follow Miss Davies' advice on keeping calm, happy and safe whilst at home. Make sure you complete her 30 minute whole school PSHE/Mindfulness activity, 1 a day whilst at home: [Pastoral Page](#)

Follow Miss Tadman's social story to help you explain to your child why school is closed.
[Social Story, School Closure.pdf](#)

Welcome to Year 2 Scarlet Macaws Class

A screenshot of the Year 1 Emperor Penguins class page. The page has a header with the school logo and navigation links. Below the header is a large photo of two children. A green box highlights the 'School Closure: Learning at Home' section, which contains text about school closure instructions and a link to a social story. Below this, there are sections for 'School Closure: PE Lessons', 'School Closure: Music Lessons', and 'School Closure: PSHE and Pastoral'. At the bottom, there is a 'Welcome to Year 1 Emperor Penguins Class!' heading.

MEADLANDS PRIMARY SCHOOL

HOME ABOUT US KEY INFORMATION ACADEMIC EXCELLENCE NEWS & EVENTS PARENTS CLASS NEWS VACANCIES

Year 1 Emperor Penguins

Home » Class News » Class Pages » Year 1 Emperor Penguins

School Closure: Learning at Home
Parents and Carers of children in Year 1. If school should close due to COVID-19 Miss Bunker will update this page every morning by 9am with instructions for the day of learning. Please make sure you read her letter and complete the work. If you have any questions please email Miss Bunker and she will do her best to reply to you.
Year1@meadlands.richmond.sch.uk

School Closure: PE Lessons
Whilst at home we would still like you to keep fit and healthy. We would like you to complete Mr Penberthy's 30 minute whole school workout, do 1 a day whilst at home: [PE Page](#)

School Closure: Music Lessons
Complete your music lesson, you can find the instructions from Mrs Pearman here: [Music Page](#)

School Closure: PSHE and Pastoral
Follow Miss Davies' advice on keeping calm, happy and safe whilst at home. Make sure you complete her 30 minute whole school PSHE/Mindfulness activity, 1 a day whilst at home: [Pastoral Page](#)

To help you explain to your child about why school has closed, read Miss Tadman's Social Story together:
[Social Story, School Closure.pdf](#)

Welcome to Year 1 Emperor Penguins Class!

Please check the class pages of the website regularly for any updates, phonics lessons and other recorded lessons from the teachers.

We appreciate that all children work at different paces and some children may complete the set task more quickly than others, therefore please feel free to make use of the following websites and online resources as required:

- <https://www.spellzone.com/> - Spelling
- <https://www.busythings.co.uk/lgfl-login/> (normal USO log in) – Various subjects
- <https://ttrockstars.com/> - Times Tables
- <https://www.twinkl.co.uk/> (offering a free month long membership for parents) – Various subjects
- <https://www.bbc.co.uk/bitesize/levels/z3g4d2p> – Various subjects
- <https://www.oxfordowl.co.uk/for-home/school-year/year-one/> - Reading
- <http://readingzonelive.lgfl.org.uk/>
- <http://ve12.lgfl.org.uk/> - Science
- <https://www.j2e.com/jit5> – Various subjects
- <https://content.lgfl.org.uk/secure/picturebook/> - Reading/ Writing
- <https://www.storynory.com/> - Reading

Thank you so much for your support at this unusual time. We hope you have lots of fun learning together at home! If you have any questions or queries please do not hesitate to get in touch, we are here to help as much as we can.

Good luck everyone!

Miss Liebmann & Miss Bunker

2/ Key Stage 2 (Years 3, 4, 5 and 6)

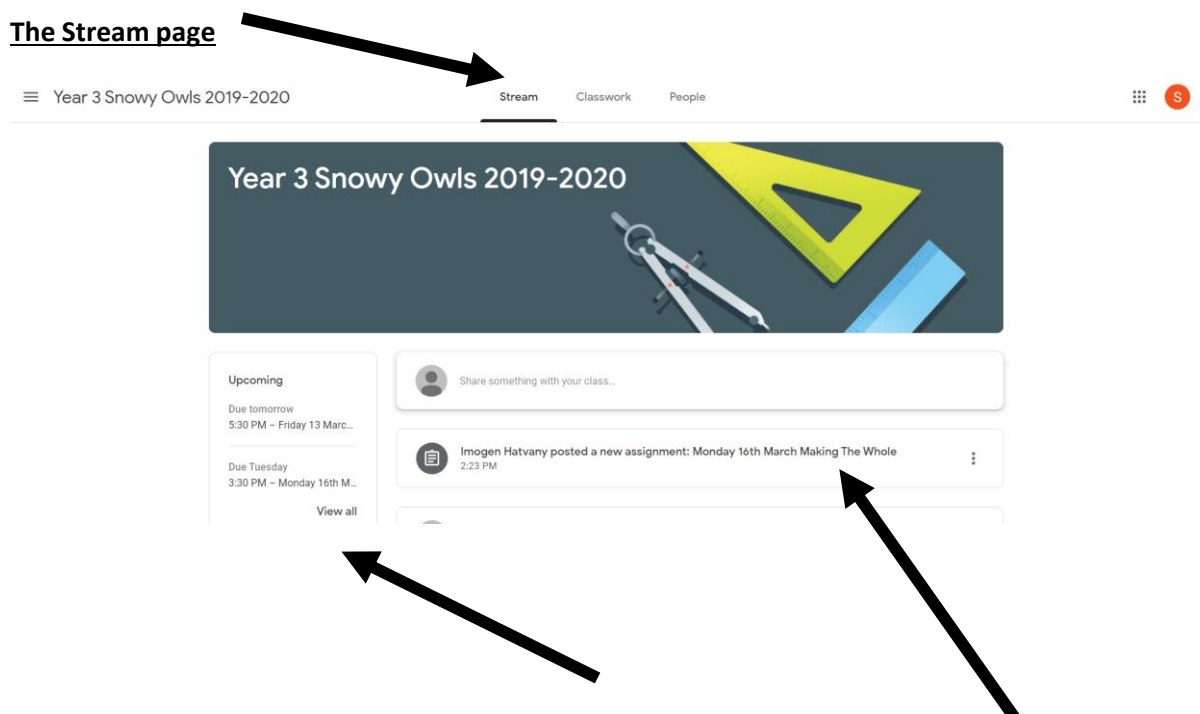
Throughout the course of the day, **class** teachers will upload lessons onto Google Classroom. Teacher's will follow the timetable at the start of this letter, this means that all children should be working through maths at the allotted time.

For help logging onto Google Classroom please refer to the attached guide.

Once children have logged into their Google Classroom, there are 2 pages that we would like them to use The **Stream page** and **Classwork page**.

The '**Stream page**' is the same as a home page, to get back to the '**Stream page**' just click the Stream tab at the top of the screen.

The Stream page

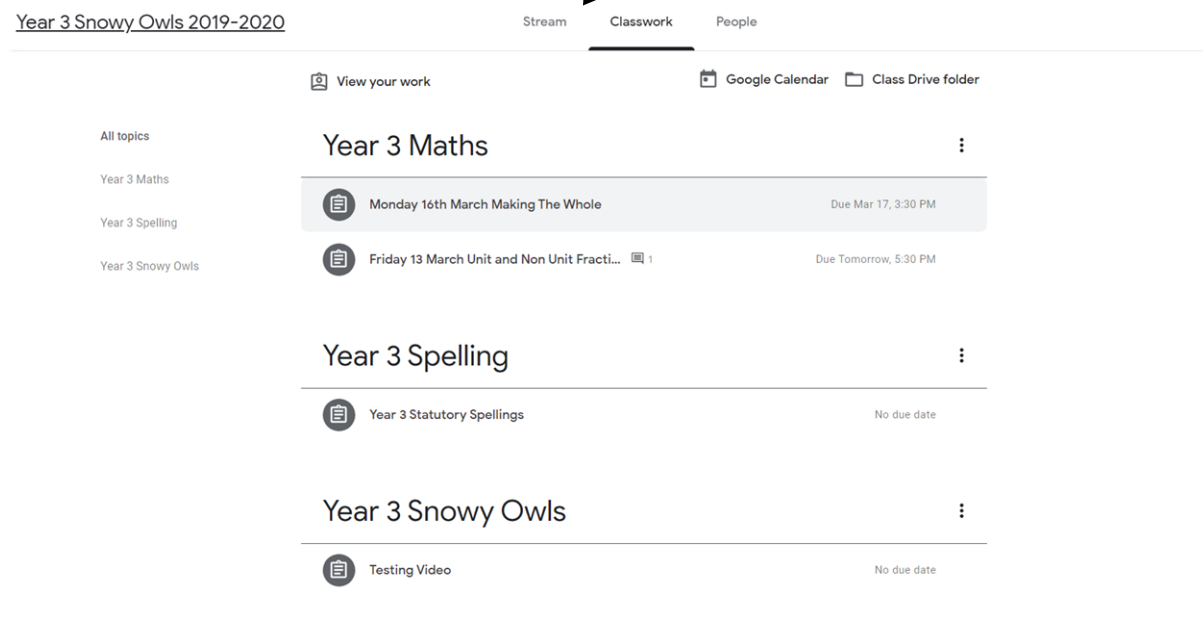


The stream page

- Displays on the left of the screen any **upcoming work that is due in**.
- Displays any **assignments or work that has been uploaded** by the class teacher.
- Allows children to **share comments with their class teacher**, by typing into the box underneath the header that reads 'share something with your class' and **selecting post**. Anything that is written in here can be seen by the whole class and all the class adults.
- **This is only to be used to ask the class teacher questions about your work and not for children to chat to their friends. Parents please reiterate this message to your children.**

The Classwork page

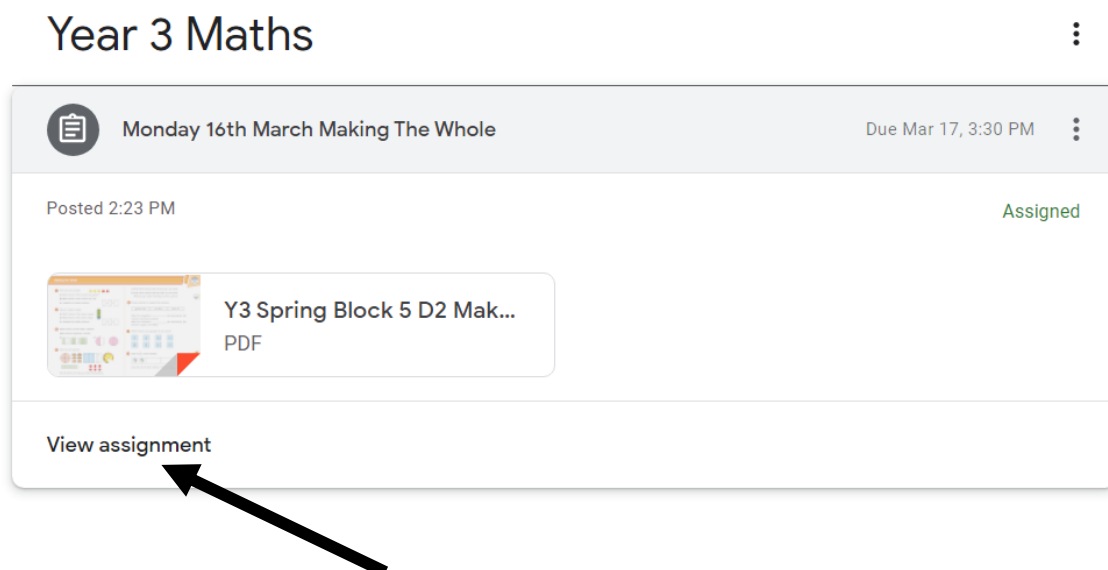
To access any work uploaded by your class teacher, children need to click on the **'Classwork'** tab at the top of the page.



This page lists all of the different uploads, to make it easier class teaches have created folders which match the daily lessons, this will be labelled as Year 3 Maths, Year 3 Guided Reading, Year 3 Spellings etc.

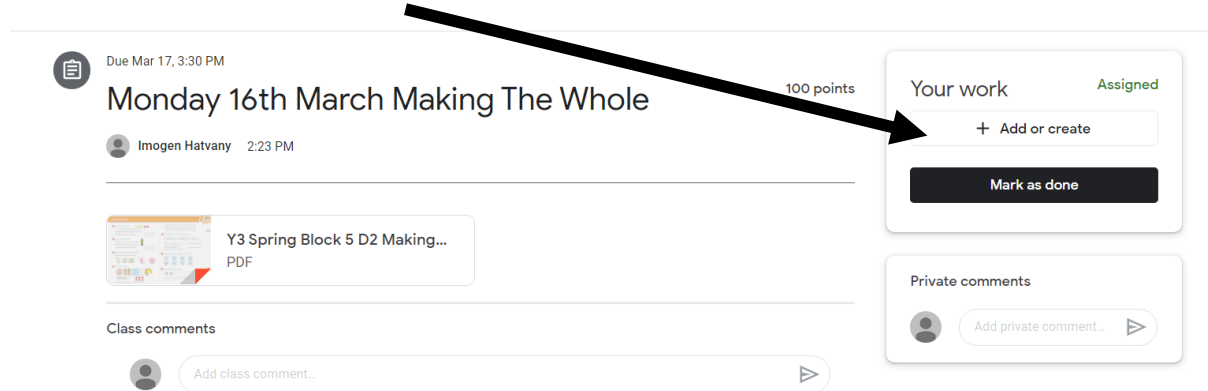
To access a lesson, children need to click on the heading.

If they wanted to access Monday's maths work they would click on **'Monday 16th March Making the Whole'**. Once it has been clicked, the following window will open up and children will be able to view the different uploaded resources for the lesson



You then need to click on **'View assignment'** found at the bottom of the window.

When children are in the **‘View Assignment’** section, it gives the option to turn in work, by clicking the **‘Mark as done’** button.



Even though work is to be completed in **children’s school books**, by clicking the **‘Mark as done’** button, it allows the class teacher to keep a record of who has logged on and completed their work.

Support with work

During the allotted lesson times, class teachers and learning support assistants will be available to offer guidance and answer questions through the ‘stream’ online chat function (see above). To keep this manageable we will only be answering questions regarding the topic that is timetable for that session. You can also contact one of the teachers using the email addresses given at the start of this letter.

Structure of the lesson

For every lesson, slides will be available to support children with their learning. Before children do any work in their books, they will need to work through the lesson slides. Once they are confident they need to write the LC and date into their books and then complete the learning task. They all know the structure!

The learning task will either be included on the slides or attached as a separate PDF. Other supporting resources may also be included for example video tutorial clips. All of this will be clear once you get started.

Marking work

All children will be coming home with a pink and green highlighter. Green is to highlight work that is correct and pink for any misconceptions. Children in Years 5 and 6 are already use to self-marking their work and as a parent if you are unsure of the expectation here, please look back in your child’s book.

At the start of every timetabled session, answers from the previous day’s learning will be displayed and discussed for the first 15 minutes of the lesson. This will look like: Maths session 9.20am -

9.30am marking work from the previous day using the online chat function, discussing any misconceptions. Then 9.30am – 10.30am the new maths lesson.

Expectations in books

Children need to demonstrate the same high standards of presentation and care that we expect at Meadlands. It is something we have worked very hard to embed by making sure:

- Margins are drawn with a ruler and are 2 -3 squares wide
- Mistakes are not to be scribbled out and instead 1 straight line is drawn through a mistake
- Any drawings regardless of lesson are to be done in pencil and where straight lines are drawn a ruler is to be used.
- Spelling mistakes are to be corrected in purple pen – encourage children to use a dictionary to find the correct spelling instead of just having another guess.
- Mistakes in maths need to be corrected in purple pen, we encourage children that if they make a mistake to have another go instead of just copying down the correct answer.
- Children will be bringing home pink and green highlighters – these are to be used for marking work and only when specified by the class teacher.
- Only children with handwriting pens can use a pen – this needs to be a Berol handwriting pen.
- Only pencil is to be used and not coloured pencil to write in any of the books.

Support at home

Even though we are expecting children to work independently, this needs to be overseen by an adult as new concepts and methods will be shared for the children to practice. This needs to be a joint responsibility between the class teacher and adult at home. The lessons we set will be following the national curriculum, therefore, it is vital that all children access all the lesson every day. As the lessons we plan form part of a unit of work and build upon the previous days learning, if they do not complete set work they will find the planned progression a struggle. This could then impact their understanding of new concepts in the summer term.

If you have any questions or queries please do not hesitate to get in touch, we are here to help you and make this as fun and adventurous as possible whilst maintaining a consistent and clear routine.

Contact with your class teacher

Parents please only use the email address given at the start of the document to communicate with your child's class teacher. The online chat function on Google Classroom is to be used by **children only** and this is not a platform for parents to use to communicate.

As part of Key Stage 2's remote learning platform, children need to be able to access their Google Classroom account. Currently we are not planning on using Google Meet or Hangouts as part of our remote learning therefore if children can not access this feature we will not be adding it.

As shared in the Google Classroom guide, the online chat feature that we would encourage children to use as part of their Home Learning is found on the Stream page in Google Classroom.

Good luck everyone!

Miss Taunton, Mrs Wreford, Mrs Bruce & Miss Hatvany

3/ Reading Books for Key Stage 2

Year 3	Worst Witch – Jill Murphy Poetry by Kit Wright (no specific book) The Flash Races the Rogues – Matthew K Manning The Sheep Pig – Dick King Smith
Year 4	Firework Makers Daughter – Philip Pullman Poetry by Robert Browning (no specific book) The Riddler’s Battleship Blitz – J.E Bright Kensuke’s Kingdom – Michael Morpurgo
Year 5	The Boy at the back of the class – Onjali Q Rauf Poetry by John Agard (no specific book) Superman battles the billionaire bully – Matthew K Manning Stig of the dump – Clive King
Year 6	The Explorer Katherine Rundell Clockwork Philp Pullman