

Dear Parents and Carers,

As promised here is some further guidance and information for you.

**Children who may continue to attend school next week where there are no viable alternatives for their care:**

- Children whose parents are keyworkers e.g.
  - NHS frontline staff,
  - Police
  - Teachers etc
- Children who have an Educational Health Care Plan
- Children who have a social worker

We will send further information tomorrow for these families. Please can parents who are keyworkers complete the attached form and return to us tomorrow morning. Thankyou

**Communication during school closure**

Email contact with teachers will be possible through year group contact email addresses

[Reception@orchard.surrey.sch.uk](mailto:Reception@orchard.surrey.sch.uk)

[Yearone@orchard.surrey.sch.uk](mailto:Yearone@orchard.surrey.sch.uk)

[Yeartwo@orchard.surrey.sch.uk](mailto:Yeartwo@orchard.surrey.sch.uk)

[Pine@orchard.surrey.sch.uk](mailto:Pine@orchard.surrey.sch.uk)

For safeguarding matters contact

[DSL@orchard.surrey.sch.uk](mailto:DSL@orchard.surrey.sch.uk)

Emails will only be looked at between 9am and 3pm and teachers will endeavour to respond within 24hours. This line is for enquiries about **how to support learning only**.

Email contact with myself and office staff will still be available through

[admin@orchard.surrey.sch.uk](mailto:admin@orchard.surrey.sch.uk)

Some telephone contact will be possible but not at all times through 02089792945

**Recommendations for home learning**

In order to help you support your children we recommend the following as far as possible and as long as your child and you are well

- Routine – try to establish a daily routine as this will help your child feel secure. It will also help enable them to realise that reading, writing, maths etc are part of every day
- Create a timetable with your child so they can know what is happening each day as far as possible. Each Year Team has provided guidance on this in the pack you will receive.
- Praise and reward are crucial. These are stressful times but remember to praise your child for effort, independence, being helpful. Use the 6R vocabulary (responsibility, resilience, resourcefulness, reasoning, reflection and respect).
- Give your child responsibility – They love to feel grown up and that they are helping (and you will need them to be helpful and considerate!)

- Ensure you provide time for physical activity each day. If you cannot get outside or do not have easy access to a garden or park look at these resources: - e.g 'just dance', 'cosmic kids', 'go noodle', 'kidz bop kidz'
- Don't do everything for them – they are used to 'having a go' and need to learn to be increasingly independent. Instead guide them, encourage them, praise them, show them what they need to do.
- We will be providing daily mini lessons and there will also be a weekly cross-curricular task.

So, do **log in every day** to 'itslearning' (accessible through our website)

### **Today and Tomorrow**

We will send home the children's homework packs at the end of school **today**. It is fine, as stated in my earlier letter, for another adult to take home packs to help a family who are already in self-isolation. Packs which are not taken today may be collected tomorrow by **3.30pm**

After school club will take place tomorrow (Friday) with a finishing time of 5pm. Please collect your children as soon as you are able.

I would like to take this opportunity to thank you for all your support and say a huge thank you to my incredible staff team for all the work they have done throughout the term but in particular during these last few challenging weeks.

Remember that **we are here to help** and you will be able to contact us for advice. Remember also that you are part of a wonderful supportive local community who will help if you ask.

I will keep in touch and look forward to the day that I can announce that all the children are coming back to school.

With very best wishes,

Carol Rusby