



23 February 2021

Dear Parent/Carer

## **Getting ready to return to learning in the classroom**

We are pleased that our students will be returning to school soon and that we will be able to return to learning in the classroom. The purpose of my letter is to stress the importance of your child completing the work that teachers are setting over the next few weeks until we return to school. We fully recognize the challenges that learning at home have presented for some children, but with the knowledge that we will be back at school within the next few weeks, we hope that all students can embrace the remainder of remote learning as essential preparation for returning to school.

I have written a ten-point guide to preparing to return to learning in the classroom and ask that you go through this with your child.

1. The work students will be doing when they return to school will follow on from the work they are set in the next few weeks. The remainder of the work set will not just be 'to fill in time' and failure to complete it will impact on their progress.
2. If your child has had a negative experience with remote learning, try to emphasise that the end is in sight, they can do it and they can have a fresh start this half term.
3. The priority is completing the work set from 23 February and not catching up on work not completed last term.
4. Make it clear to your child that work must be submitted for every lesson. Tell your child to set an alarm for 50 minutes into a lesson, as a reminder that they should stop and submit work. It is worth reminding your child that we access reports from Satchel One that tell us exactly what they have and have not submitted.
5. If your child finds it stressful to submit work that is not completed, reassure them that it is best to submit what they have done after 50 minutes (or one hour at the maximum) and if they want to do additional work, Satchel will allow them to do a resubmission of the work. However, working for 50 minutes per lesson is all that is required.
6. Discuss how quickly the work will mount up over the next few weeks. Failure to complete one subject per day will result in at least 10 pieces of work to catch up on when returning to school, two a day will be 20 pieces of work to catch up on.
7. Write the date and title on all work. Students must be prepared to bring work to lessons to go through in class. Keeping work organised is essential.
8. Live lessons are not optional for those who have access to a device that enables them to attend live lessons. In addition, attending live lessons will ensure that your child is covering everything they need to in preparation for returning to the classroom. If your child cannot attend a live lesson, they must message their teacher. Teachers download the attendance list at the end of every lesson.

Getting ready to return to learning in the classroom (*continued*)

9. Getting into a routine that follows the school day will support your child with their return to school, so try to impose an 8.40am start time to the day, with attendance to tutor time on MS Teams on Tuesdays and Thursdays and assembly on Wednesdays.
10. Find the school tie to avoid last-minute stress and buy a green pen, which is an essential item on our school equipment list but may have run out in the last few months.

I hope you and your family enjoyed a break from school work last week. I fully understand that your child learning at home has impacted on you and your family greatly. I know I am asking a lot of you to lead this final push with your child in the next few weeks, but checking that work is being submitted will support your child.

Please do contact me, your child's Head of Year or tutor, if you become aware that your child is not working so we can arrange to speak to your child and try to support.

Yours sincerely



Louise Duff (Mrs)  
DIRECTOR OF LEARNING FOR YEARS 7-9  
[lduff@plymstockschool.org.uk](mailto:lduff@plymstockschool.org.uk)

