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Dear Parents/Guardians

The purpose of this communication is to provide information about the way that learning will continue whilst the school building is closed. This is an exceptional time for the whole country. Our team here at Quinton House Preparatory School is committed to ensure that learning continues for all our children.

Our protocol ensures the continuity of teaching outside the classroom and is based on 'remote' learning.

Remote learning is the period when we provide educational learning tasks, activities and assignments to be undertaken in the more usual way, as they would be at school. The purpose of this period of remote learning is to allow our pupils to get used to this new routine of working from home. We will run the period of remote learning until we have re-opened.

We will be using a small number of platforms and systems to support our virtual learning programme. Our main platform will be the school virtual learning environment, Firefly. Alongside this, our teachers will be drawing upon other educational platforms that will help us deliver learning in a stimulating and engaging way for our children. These will include a variety of websites that staff will communicate to their individual classes. Some students will also be using Microsoft Teams.

### Key contacts

Please be reassured that our usual routes for communication will continue during the period of closure. For general day-to-day queries about your child's education, please contact your child's form tutor.

For other queries you may have, I include below a reminder of our key contacts in the school.

[jo.storey@quintonhouseschool.co.uk](mailto:jo.storey@quintonhouseschool.co.uk) (Principal)

[julia.saghri@quintonhouseschool.co.uk](mailto:julia.saghri@quintonhouseschool.co.uk) (Head of Preparatory)

[claire.billington@quintonhouseschool.co.uk](mailto:claire.billington@quintonhouseschool.co.uk) (Head of Early Years and KS1)

[elizabeth.banyard@quintonhouseschool.co.uk](mailto:elizabeth.banyard@quintonhouseschool.co.uk) (Nursery Manager)

[asa.pearson@quintonhouseschool.co.uk](mailto:asa.pearson@quintonhouseschool.co.uk) (Preparatory Wellbeing)

[alex.brough@quintonhouseschool.co.uk](mailto:alex.brough@quintonhouseschool.co.uk) (Computing)

[joanne.stone@quintonhouseschool.co.uk](mailto:joanne.stone@quintonhouseschool.co.uk) (Computing)

In order to support staff wellbeing, staff will be available between 10.00 am and 4.00 pm to respond to emails.

### Our priorities

All our efforts are concentrated on addressing two priorities: on the one hand, the wellbeing of our children, and on the other hand, the continuity of their education. Although our school building is closed, our learning continues and we would welcome your support in reinforcing this vital message to your children.

### Wellbeing

We want to ensure that first and foremost, we have arrangements in place to ensure that we support the wellbeing of our children. For this reason, staff will be available on school emails between the hours of 10.00 am and 4.00 pm to address any concerns you may have. Further arrangements can then be made if necessary.

Aside from this, staff will make individual or group arrangements for regular check-ins with pupils and/or parents for specific purposes. Initial contact between staff and parents will be maintained through email. Additionally, all middle school children have login details for Toot Toot – our on-line wellbeing platform – which is regularly monitored. As always, should you have any concerns about wellbeing please do not hesitate to contact your child's teacher in the first. Our Designated Safeguarding Leader is Mr. Muskin and can always be contacted on [Thomas.muskin@quintonhouseschool.co.uk](mailto:Thomas.muskin@quintonhouseschool.co.uk).

### Education

In the period of online learning, your child will follow a more formal timetable. Teachers have been working on devising these timetables and curriculum plans. We have been learning from our colleagues in Cognita schools in Asia who have been working in this way for over two months. Their insight tells us that the online learning experience will develop over time. We know that in the early days, it is important not to overwhelm children as this is a very different way of working. Specifically, we know that expecting a home-learning timetable to operate in an identical way to a school timetable is neither feasible nor in the best interests of the children, or our educators, as we want to avoid overly long periods of screen time. Teachers will consider this in their planning and, for example, post videos with follow-up learning tasks rather than requiring elongated periods online. One of the benefits of being part of a global family of schools is that we can share and learn from so many people. We have channels in place for our teachers to share practice with thousands of other Cognita teachers for as long as the school closure continues (and beyond).

This is new territory for all of us and we want to work in partnership with you so that learning for our children is productive and enjoyable. It is important to highlight that, with regular supervision and feedback, the majority of our older pupils will be able to follow the personalised virtual learning in a mainly autonomous way. For our younger pupils, we do ask for your initial support as this will help lay the groundwork for a successful experience over the period of closure.

### What to expect...

As noted, we are in the early days of this way of working but are confident we can create an exceptional learning experience. We have included below the details that you can expect for pupils of specific ages.

Early Years: A range of activities encompassing six areas of learning will be set on the VLE each week. Feedback for students will be via the VLE and / or email.

Reception / KS1: Maths and English work will be set daily; a weekly topic grid will be set for tasks to be chosen daily. The VLE will be used to communicate tasks and work can be submitted to the class teacher via the VLE and / or email. Feedback for students will be responded to accordingly.

KS2: As far as possible, every lesson will be set daily in order to try and maintain a regular routine. A variety of tasks will be set via the VLE and students will receive feedback via the VLE and / or email.

Years 5 and 6 will also have access to Microsoft Teams. Further information will be sent regarding this in due course.

All students should contact their form tutor in the first instance should any further guidance be necessary.

#### Further information

For further tips for parents about how to manage this new context, please see:

<https://www.cognita.com/cognita-be-well/be-well-resources-for-families/>

Finally, please don't hesitate to let us know if you have any questions or concerns. By working together to support our children, we can ensure their academic progress continues during these unprecedented times.

I sincerely hope we can all work together to maximise the learning for all students in the coming days and weeks while also enjoying some opportunity for rest, enjoyment and relaxation.

If there is anything that we as a school community can do to support you, please do not hesitate to contact us

Yours sincerely,

**Mrs. Julia Saghri**

Head of Preparatory Division/ Year 6 Class Teacher

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