



**CHESSWOOD JUNIOR SCHOOL**  
***Home of Bright Sparks***  
Chesswood Road Worthing West Sussex BN11 2AA  
**Head Teacher: Mr Andrew Jolley**



[www.chesswood.w-sussex.sch.uk](http://www.chesswood.w-sussex.sch.uk)  
[office@chesswood.w-sussex.sch.uk](mailto:office@chesswood.w-sussex.sch.uk)  
Tel: Worthing (01903) 204141/2

21<sup>st</sup> January 2021

**New Lockdown Learning Guidance**

Dear Parents,

Following Government guidance, we have been reviewing our expectations for school and home learning during this Limited Community Opening. We have been seeking to improve the quality of learning and support for children and families at home, whilst ensuring whatever we put in place is sustainable for families and staff during this most challenging of times. We have made changes to a number of areas that we hope will benefit families and children. This letter sets out those improvements that will be put in place from Monday 25<sup>th</sup> January.

**Child Guidance:**

- Join their class Teams meeting every day between 08:45 and 09:00 to register and prepare for the day's learning.
- Complete the majority of work each day, including reading, writing and maths from the daily learning pages. We know there are many challenges for children and families at home and we do not want to add to them; completing all of the learning tasks may be a stretch – a reasonable target would be a minimum of three quarters and more wherever possible.
- Send in assessment work as indicated on the daily tasks (photo/scan/upload and email), ideally from the pupil's school email account.
- Continue to complete homework as you would normally.

**Parent Guidance:**

- We request that parents contact the school should they have any specific worries about their child's mental health, ability to complete the learning expectations set out above or SEN needs.
- If your child is unable to attend school or join in the class Teams meeting on any day (unless an alternative arrangement has been reached with the Year Leader) please notify us. If you have access to email please use [office@chesswood.w-sussex.sch.uk](mailto:office@chesswood.w-sussex.sch.uk), if you do not have access to email please leave a message on the absence line 01903 204141.

**Daily Class Teams meetings**

Our trial of Teams meetings was successful, so we decided it was the perfect way to start every day. We can register the pupils at home just like in school, provide pupils with a guide to the learning journey and expectations

**DREAM – ASPIRE - ACHIEVE**

for the day and provide the opportunity to ask questions about anything they are not sure about. Pupils will then begin the day with the maths starter boards to give a familiar school feel.

A 'how to access' guide for Microsoft Teams meetings can be found on our website: <https://www.chesswood.w-sussex.sch.uk/page/?title=IT+Help&pid=460>. Child friendly video tutorials are also provided via the class pages. All usernames and passwords required for this process have been sent in a previous email. The usernames and passwords are also saved within the 'parent portal'. If you are not in receipt of that email and cannot access the parent portal please contact the school office to [office@chesswood.w-sussex.sch.uk](mailto:office@chesswood.w-sussex.sch.uk) to request further guidance.

If a family does not have sufficient technology or access to the internet on an appropriate device, we will make alternative arrangements. Please call 01903 204141 to speak to your child's year leader who will be happy to help.

The weekly class meeting will also go ahead, this ensures children can feel a genuine part of the class group. They will participate in class discussions about their learning journeys over the week, celebrate achievements and share wider lockdown thoughts and issues.

We need balance our current capacity as we take on new initiatives to improve provision e.g. increased use of Teams to bring the classes together. Class teachers will stop updating the class pages and will concentrate on the live teams calls, increased use of video guidance to support effective learning.

### **Daily Learning**

Web pages are provided for each year group detailing the learning offer for the day <https://www.chesswood.w-sussex.sch.uk/page/?title=Lockdown+Learning&pid=1230>. A suggested daily timetable is provided to guide pupils through each school day. The timetable is flexible, but we would ask children and families to prioritise learning in English and maths, where all tasks cannot be undertaken.

Teacher videos are provided for the writing input and maths videos are also available to support the learning; where possible, we are also trying to provide teacher input videos for foundation subjects.

### **Assessment work**

There is an important change of emphasis that we hope will reduce the expectations on families. Children no longer send daily emails to teachers with evidence of the work achieved that day. Instead, all children will send specific pieces of work by email as indicated below.

The assessment pieces are essential to send in to show engagement with their learning and for us to be able to monitor the quality of learning. We request that the children use their school email accounts where possible to help them learn how to use this technology, a great life lesson for the future. A 'how to access' guide for pupil emails and Office 365 can be found on our website: <https://www.chesswood.w-sussex.sch.uk/page/?title=IT+Help&pid=460>. We appreciate your support in helping your child become more independent over time in sending these emails.

**DREAM – ASPIRE - ACHIEVE**

Teachers will select samples of work from those entered, to build exemplars of work against the set success criteria at differentiated levels (working towards age related expectations, working at expectations and working at greater depth) to reflect a normal classroom. The work selected will remain anonymous and will focus only on the good examples of meeting the success criteria. Pupils (and families) will then be given the opportunity to self-assess their work against the exemplars to judge how well they are doing and pick out some targets to work on in their next assessment piece.

The teachers would ideally love to respond and acknowledge all communication but that is not sustainable with other competing demands at this time. If you or your child do not get a response, and one could reasonably be expected, please resend the email with, 'PLEASE RESPOND' in the email subject line, this will act as a reminder in such busy times.

### **Homework**

Weekly homework is still being set on a Wednesday (Reading, IXL maths, IXL English, TT Rock Stars and spellings) for completion by the following Tuesday. During this period, we are seeking to secure a learning programme for children as close to our normal learning expectations as possible. On that basis, the arrangement for homework will remain in place as part of their normal weekly practise.

### **Parent Support**

We appreciate that every child and every family is in a unique situation, despite us all being in a global pandemic. We do not wish to cause stress or anxiety and we are happy to work with families to find a suitable solution to any problem to support the child to learn to the best of their ability during lockdown. Please contact the school using the contact emails provided or, if you do not have access to email, by phoning the school office to ensure that we can better understand your situation and we can work together to resolve it.

### **Special Educational Needs**

Parents of children registered on the special need register (this registration is confirmed on the recent school report) are invited request additional support, such as simplified work packs or regular TA phone calls (phone or video) to support learning, if they feel this would benefit their child. If you would like to arrange for this support, please email your child's year leader and they will be happy to help.

### **English as an Additional Language**

Parents of children registered with English as an additional language (this registration is confirmed on the recent school report) are invited request additional support, if they feel this would benefit their child. If you would like to arrange for this support, please email [EAL@chesswood.w-sussex.sch.uk](mailto:EAL@chesswood.w-sussex.sch.uk).

### **Further Information and support**

I hope that this guidance is clear and simple to follow. As mentioned, support is always available to help you and your child to maximise their learning during these unprecedented times.

**DREAM – ASPIRE - ACHIEVE**

Question, query or concern	Contact
General	office@chesswood.w-sussex.sch.uk
Wrap Around Care	kbrown@chesswood.w-sussex.sch.uk
Special Educational Needs	sen@chesswood.w-sussex.sch.uk
English as an Additional Language	eal@chesswood.w-sussex.sch.uk
Child Protection and welfare	cplo@chesswood.w-sussex.sch.uk
Concerns	concern@chesswood.w-sussex.sch.uk
Complaints	complaint@chesswood.w-sussex.sch.uk
Academic e.g. learning related	Year 3 Leader <a href="mailto:ngilbert@chesswood.w-sussex.sch.uk">ngilbert@chesswood.w-sussex.sch.uk</a> Year 4 Leader <a href="mailto:zmonger@chesswood.w-sussex.sch.uk">zmonger@chesswood.w-sussex.sch.uk</a> Year 5 Leader <a href="mailto:thicks@chesswood.w-sussex.sch.uk">thicks@chesswood.w-sussex.sch.uk</a> Year 6 Leader <a href="mailto:jpeace@chesswood.w-sussex.sch.uk">jpeace@chesswood.w-sussex.sch.uk</a>

We all look forward to the day when we can return to normal classroom teaching, until then, thank you for your continued patience and hard work in your role as home educators and parents - you are doing a great job 😊 .

Yours sincerely,



Chris Yelling  
Assistant Head

**DREAM – ASPIRE - ACHIEVE**