



Colley Lane Primary Academy

A part of the Windsor Academy Trust

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Company registration no: 07523436
Place of registration: England

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Dear Parents and Carers

Thank you for your patience and support whilst we continue to keep the school open for critical worker and vulnerable children, whilst we organise remote (home) learning for next week for children at home.

As the positive Covid rate is continually rising, please only send your child to school if it is absolutely necessary. Although we will be open for pupils whose parents are critical workers, if you have a member of the household who is working at home and not a critical worker, then children should stay at home for their own safety and the safety of others.

You should have received an email from your children's class teachers earlier, regarding remote learning for your child. It is very important that this is read carefully along with the attached documents and videos as these will explain how your child will access daily live lessons. Of particular importance are the Year Group Letters with the planned live learning timetables and the Primary Remote Learning Agreement for Parents, Carers and Pupils. These provide important information about how and when the live lessons will be delivered along with clear guidelines of how children should behave in them. There are also some useful tips and help videos about how to access the remote live lessons available.

To help avoid any access issues, please ensure that you only access Google Classroom and Google Meet using your children's school email login details. Please **do not** attempt joining any live lessons using your own personal Gmail accounts or other internet accounts as they may not enable you to join successfully. All children or parents should now have access to their school email accounts and it is important that all KS2 children accept their invite to join the year group Google Classroom as this is how they will access the link to live lessons.

Every child in school will have been invited to a virtual meeting with their teacher tomorrow morning so they can explain more about how remote live lessons will occur and this will also give you a chance to ensure your technology works ready for next week.

We will be continually reviewing remote learning and there may be some teething problems tomorrow and next week initially. However, please bear with us and as time goes on we will be continually evaluating and improving the home learning.

A device audit letter was sent out earlier in the week and we will be contacting parents tomorrow if we are able to accommodate your request for a device. We have limited devices, hopefully the Government will be providing more but we are waiting to hear from them.

If you are entitled to free school meals and your child is at home, we will be issuing free school meal vouchers for this week and next week. You will receive £12 for this week as pupils were in school on Monday and £15 for next week. We will hopefully continue with the voucher scheme during lockdown but we are still waiting for Government guidance to confirm this.



Children who are in school and entitled to a free school meal, must bring a packed lunch from next week as vouchers will be issued to you. If children attended school this week, they will not receive a £12 voucher for this week as they have had their dinner in school.

Children in school who are in Reception, year 1 and year 2 are all entitled to a free school lunch (called universal meals) and this will continue. However, if you have received a voucher you must bring a packed lunch.

The fruit scheme for Early Years and Key Stage 1 has temporarily stopped. Therefore, if your child is attending school they need to bring a healthy snack for the morning break.

Breakfast club and after school club is currently still available. If you would like to make a booking please telephone or email info@colley.windsoracademytrust.org.uk rather than coming into school.

Lost property - a ring was found on the grounds on 18th December and was taken home by a pupil for safe keeping. If anyone has lost a ring they should contact the school office with a description and we will aim for its return as soon as it is safe to do so.

Kind regards

Miss Hale
Headteacher