



19 March 2020

Dear Parents

## Salcombe Prep Online Learning for Years 3 to 6

It is deeply regrettable that we are having to follow the government advice and close the school to pupils at the end of school on Friday 20 March and instigate our online learning protocol from next week.

Firstly, as long as the teachers remain healthy, there will be a staff team in school who will be monitoring the online learning, be available for our staff and able to discuss any issues with parents as we deal with these unprecedented measures. The [parents@salcombeprep.co.uk](mailto:parents@salcombeprep.co.uk) email box will be monitored during normal school hours and the school will endeavour to send regular updates to the school community by the normal channels.

With first-rate collaboration between pupils, staff and parents we can ensure the best possible provision for your children during this time. This will, undoubtedly, be a provision that evolves, and we will all be learning from new experiences and challenges. However, we are sure that you are aware how highly we rate such a positive growth mindset in our school community. It may not always be easy to identify the opportunity in the midst of adversity, but we will do our very best to model this for our pupils.

There are a few key messages which have been learnt across the Cognita group about learning at home which are important to share as we embark on this process. These are:

1. Keeping things simple
2. Don't overload the children with too much information
3. Ensure sensible breaks for the children during the day
4. Respect that families will have varying logistics and access for all their children to IT resource
5. Ensuring Salcombe Prep is available to listen and respond
6. The Online Learning Timetables may need to adapt
7. It is possible that we will have to arrange 'cover' if a member of staff is unwell

At the Prep school, we are providing the following:

1. A class Online Learning Timetable
2. Reading Lists

All subject teachers have set up their classes on Microsoft Teams. The teachers will provide resource and explanations for the children in the class area on Teams. The timetables which show when we expect the children to undertake these tasks; please note this is a suggested timetable for children to follow. However, at these times the teacher will be available and logged in to Teams to answer questions and provide support. There are additional sessions highlighted which are times when the teacher is available but there is not an expectation of additional work.





# Salcombe Preparatory School

Aspire - Believe - Achieve

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‘Form’ time has been deliberately left on the timetable. This is so that Form Teachers can contact their form at the end of a week, see how things are going for their form and provide any additional support needed. The Form Teachers, as usual can collate feedback and liaise with their colleagues, as necessary. We believe that the pastoral tutoring element is very important and would encourage all pupils to be available and involved during the Form lessons.

In addition, we would encourage; daily reading, keeping a diary of this unique time, keeping up handwriting practice and undertaking tasks on Mathematics.

We hope that you and your family stay safe and well during these unprecedented times and please do not hesitate to contact us if you have any issues.

Kind regards

Sarah Davies and Graeme Smith

Executive Head and Head of School

