



# Holley Park Academy

Ayton Road, Oxclose, Washington, NE38 0LR

28<sup>th</sup> January 2021

Dear Parents/Carers and Pupils,

## Remote Learning Information

The Government expects that all schools should be doing what is practicably possible to keep every pupil safe, even whilst they are learning at home. I would like to share some information with you regarding remote learning and staying safe online. Parents, please where appropriate, share the contents of this letter with your children.

Whilst some pupils are required to learn from home, we will ensure that support is in place which allows them to access their work remotely. It is important that we communicate to both parents and pupils the potential dangers they may face online. The expectations are that both parents and pupils will adhere to the Pupil Acceptable Use Policy whilst using technology, whether this is on a personal or school device, on or off the school premises. Pupils should be well-informed and conscious of the way they conduct themselves when using the internet. Please also see our Remote Learning Policy on the school website.

<https://www.holleyparkacademy.co.uk/attachments/download.asp?file=245&type=pdf>

<https://www.holleyparkacademy.co.uk/attachments/download.asp?file=244&type=pdf>

We would like to share some information regarding online safety so that pupils can avoid risks to their physical and mental wellbeing.

## Staying safe when learning at home

Here is some guidance to help you with learning at home. It can help you to understand our expectations whilst you are learning from home, provide you with information about how to stay physically and mentally well, and give you some useful tips for staying safe online.

If you need some more help, please ask your parents to contact us for you by email [info@holleyparkacademy.co.uk](mailto:info@holleyparkacademy.co.uk).

C.F.O. · Operations Manager · Ms. G Wood  
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## Learning at home

If you cannot attend school, we want to make sure that you can keep learning at home. We have made a work plan for you so that you know how much work we expect you to do, how long you should spend on each task, and how to submit your work

The remote education will be equivalent in length to the core teaching pupils would receive in school and will include recorded or live teaching and time for pupils to complete tasks and assignments independently.

Work packs will be made available to those pupils who do not have access to the internet or any electronic advice - these packs can be collected from school by prior arrangement.

The amount of remote education provided should be, as a minimum:

EYFS: 3 hours or less

Key Stage 1: 3 hours a day on average across the cohort

Key Stage 2: 4 hours a day

All home learning and recorded videos will be sent, via Class Dojo, to pupils and completed work will be returned into pupils' individual portfolios to be viewed by the class teacher, who will provide regular feedback.

Before you begin learning from home, we will make sure you are able to access all of the resources and the equipment you need to do this. If you are worried that you will be unable to access remote learning, contact school soon as possible.

We understand that there will be more distractions at home than in your classroom, so we don't expect you to work with no break! It is important that you maintain a routine and ensure you are still learning, even during these circumstances.

## How to stay well

### It is important to make sure you look after your physical and mental health.

To avoid any unnecessary aches and pains, you should make sure you have a sensible place where you can work. If possible, you should sit at a table or desk, ensuring your back is supported, rather than laying on your bed or the sofa. If you ever feel unwell or unable to complete the work set, you should tell your parents and make sure you let your class teacher know as soon as possible, ideally before the start of the school day. You must ensure you also look after your wellbeing while you are at home. To make sure you are staying mentally well, try some of these ideas:

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- Take regular breaks from schoolwork.
- Make yourself a plan for the school day and stick to it if you can. Set some small goals for the day.
- Keep a school routine, for example, you could start and finish at the same time each day and you could make sure you wake up and go to bed at the same time each day.
- Avoid doing schoolwork in your bedroom.
- Make it like a school day as much as possible. You could take your breaks and lunchtime at the same time as you would if you were in school.
- Avoid background distractions- e.g. the T.V as this will make you more productive.
- Set yourself some achievable tasks.
- Stay active – try getting out for a walk every day with your family.
- Eat normally – make sure you have three meals a day at regular times.
- Try practising breathing techniques – the charity Mind has lots of helpful information here: <https://www.mind.org.uk/information-support/tips-for-everyday-living/relaxation/relaxation-exercises/>
- Use the time to develop a new skill.
- learn a language or learn how to bake!
- Keep your room tidy to make sure you feel relaxed.
- Don't do your schoolwork in the evenings or weekends if you can help it – you need to balance your home life and school life.
- Keep a journal or diary.
- Read more often.
- Talk to someone if you have any worries or concerns – you can also find a whole list of places that can help if you don't want to speak to your family here: <https://www.mind.org.uk/information-support/for-children-and-young-people/useful-contacts/>
- [Childline has a website called 'Toolbox', where you can find games, videos and methods to help you with your worries. There is even a 'Calm zone' for helping you let go of your worries. All of this can be found here: https://www.childline.org.uk/toolbox/](https://www.childline.org.uk/toolbox/)

## Staying safe online

If you are spending all day at home, you will likely be spending more time online. Whilst there are many positive aspects of using the internet, such as keeping in contact with those you can't see and

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staying entertained, you must also remember to use it sensibly as per The Acceptable Use Policy that you have all agreed to.

## Staying Safe/ What to do if you're worried

While you are spending more time at home there may be times when you're feeling worried or concerned about something. You should always tell someone if you feel this way – even if it doesn't seem like an important thing. There are lots of different people you can talk to whilst you're at home, including:

- Parents, carers, friends or someone else in your family that you trust.
- Teachers or members of school staff.
- Doctors, nurses or online counsellors.



Making sure you know how to report anything on the apps you use – most of the popular apps have a reporting function. If you need help with this, please ask your parents. If you need to report something that you've seen online, ensuring you use Child Exploitation and Online Protection command (CEOP) (<https://www.ceop.police.uk/safety-centre/>) and the UK Safer Internet Centre (<https://www.saferinternet.org.uk/our-helplines>)

If you want to discuss any worries with someone else, contact Childline. (<https://www.childline.org.uk/>), Kooth (<https://kooth.com/>), or any of the contacts listed here: <https://www.mind.org.uk/information-support/for-children-and-young-people/useful-contacts/>

**If you become aware of an online safety incident which makes you feel uncomfortable, you must report this immediately by contacting the school.**

If you are finding it difficult to speak to anyone, you can start the conversation with something small, like telling someone what you had for lunch, or what you learnt that day.

Some people find it helpful to write things down in a letter. Childline have a really handy letter builder you can find here: <https://www.childline.org.uk/info-advice/bullying-abuse-safety/getting-help/asking-adult-help/#Writesomeonealetter>.

We will stay in touch with you whilst you are learning from home. If there's something that's worrying you, or you want to talk to a familiar member of staff, who you feel more comfortable with, we may be able to arrange this.

If you are worrying about something relating to another pupil, you should always tell someone. We will always let you know if we need to share what you tell us with anyone.

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Remember, you can get in touch with any of the organisations listed above in the 'How to stay well' section of this letter.

At Holley Park Academy, our priority is that our curriculum is inclusive and accessible to all, both in school and for pupils learning remotely. Thank you for your support.

Yours sincerely,

Ms G Wood

Operations Manager

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