



# FARNBOROUGH PRIMARY SCHOOL

Farnborough Hill, Farnborough, Orpington, Kent BR6 7EQ

Telephone 01689 853295 Fax 01689 889286

Email: [admin.office@farnborough.bromley.sch.uk](mailto:admin.office@farnborough.bromley.sch.uk)

Website: [www.farnboroughprimary.co.uk](http://www.farnboroughprimary.co.uk)

Miss A James BA PGCE Head Teacher

Mrs C Browne B.Ed Hons Head of School

5 June 2020

Dear Parents/Carers,

We are now at the end of our first week back at school, finding our way with lots of new routines and systems. The children, as always have been fantastic at settling back into the new world in which we find ourselves in. It has been lovely to hear laughter in the building again.

Thank you to so many of you that have emailed your thanks and understanding for how we have been working over the past eleven weeks. I read every single email and your kind messages are very much appreciated by myself and the staff. Thank you for taking the time to message us in between home schooling, working from home and on site, cooking, cleaning and looking after loved ones.

I know we are bombarding you with many letters, and unfortunately, I do not see the correspondence level changing very much over the coming weeks, as guidance and expectations continue to change. Please can I ask you to read **all** letters very carefully as each letter contains important information regarding the children's return to school and the measures that we are putting into place to ensure the safety of staff and children. Due to the sheer volume of emails, it is very difficult to respond to all emails. We are only able to respond to emails with new or urgent queries and concerns, so please do read our letters as many of your queries are answered via our correspondence to you.

Earlier this week I sent a letter out asking for consent for your children to take part in Zoom lessons. I know many of you have wanted Zoom lessons to start for some time, however for safeguarding reasons, it is something that the staff and I felt would only be possible once back in the school building. The zoom lessons are of course optional and so too are the amount of sessions your child joins in. We understand that this type of learning may not suit everyone's learning style. Please be aware that the lessons are not a replication of what we would usually do in school; we are in unprecedented times, and we are trying to deliver a curriculum that will work for all children at the same time; we are also delivering a very different type of curriculum.

Below you will find a table with the overview for each year group. You will notice that not all year groups will have their teacher delivering their lessons; this is because some of our staff are working full time in the key worker classes. These staff are on rotation; eventually all children will have contact with their teacher. Like the whole school timetable that will go out every week, a Zoom overview will come out to you every Friday too with all the details for the Zoom lessons for the following week.



Farnborough Primary School is a member of **Nexus Education Schools Trust**

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Company Number 08753718.

The registered office is at Worsley Bridge Primary School, Brackley Road, Beckenham, Kent BR3 1RF.

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## Zoom Overview for week commencing 8 June 2020

\*The table below is to give you some initial information

Start Date	Year Group	Teacher	Frequency
Wednesday 10 June	Reception	Mrs Holmes	Once this week Three times a week from 15 June
Wednesday 10 June	Year One	Mrs Murray	Once this week Three times a week from 15 June
Wednesday 10 June	Year Two	Mrs Matthews	Once this week Three times a week from 15 June
Wednesday 10 June	Year Three	Mrs Bowne	Once a day
Wednesday 10 June	Year Four	Miss Pattison	Once a day
Wednesday 10 June	Year Five	Miss Morrison	Two/three times a day
Wednesday 10 June	Year Six	Mr Atkinson	Two/three times a day

Please note that the times, duration, meeting ID and passwords will be sent out next week to you via email. Lessons will last between 10 to 30 minutes long depending on the age of the children and the subject.

Attached to this letter is our 'Home School Agreement' for Zoom. This needs to be read and agreed via email before your child can attend our Zoom lessons.

Every year group will start with an Online Safety lesson, and establish the rules for leaning via Zoom. The agreed rules will be put up on each class page, so you can see what the class charter consists of.

Parents/carers should also be mindful that 'background noise' including their own conversations, is picked up on the child's mic for everyone to clearly hear.

We also understand that from time to time, due to internet peaks and interferences that some connections may be patchy; please try not to let you or your child become unduly stressed by this if it happens. In this eventuality you may feel it best for your child to temporarily exit the zoom lesson and to try again the next day.



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## Top tips for a productive lesson for the Children

- Take some time to get used to all the controls – you won't be an expert first time!
- Leave your microphone on mute when you are not talking
- Use the chat feature to ask or answer questions, suggest ideas or ask for help if someone else is talking
- Take turns
- When you unmute yourself to talk, wait a second before talking
- Make sure you have your equipment ready
- Which view should you use?
  - Speaker view: full screen of the person talking – use when teacher is explaining
  - Gallery view: view smaller images of all participants – use when we are discussing as a class

There will of course be some teething problems to begin with, but please be patient with us, we really are trying our best...but we may have some tiny hiccups along the way.

As always, if there any safeguarding or general concerns regarding the use of Zoom or anything you may have seen or heard during a lesson that you are unhappy with; you must report it to one of the Designated Safeguarding Leads at school. These are; myself, Miss James, Mrs Browne or Mrs Jones.

### **Next Steps:**

1. You and your child need to email the admin email to say you both agree to the 'Online Home Learning School Agreement' if you want to participate in the online lessons
2. You and your child need to read the 'Zoom Online Charter' which will be put on the class pages
3. On Monday 8 June we will send you the weekly timetable for the Zoom Lessons
4. On Friday 12 June, we will send you the weekly timetable for the following week
5. Familiarise yourself with the online safety policy which is on the school website under 'Policies'



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Again, I am sorry for the lengthy letter, but all of this information is very important to the smooth start of our Zoom interactions with the children.

I hope you all have a wonderful weekend and are all still managing to keep safe and well. I will write to you again next week with any further updates regarding any other year groups starting school week commencing 15 June.

We miss you all lots and we look forward to seeing the children for our first Zoom sessions next week.

Kind Regards,

Miss James  
Head Teacher



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