



In the event that we need to close the school, this protocol is in place to support home learning for your child.

If personal circumstances make home learning difficult – either through your own work commitments or illness – please do not feel obliged to follow this guidance to the letter. The most important thing is that the momentum of your child's learning is maintained. Indoor and outdoor play (where possible), board games, cooking and crafts are just some ideas for keeping busy at home. Reading is encouraged at all times – for pupils in all year groups – with plenty of breaks for downtime.

Suggested IT equipment for home learning:

- PC/Laptop
- Printer
- Scanner or scanning app

We anticipate that most households will have access to a home computer but also understand that this may not be available at all times due to many parents working from home. Therefore it would be advisable to access any online resources and print/note what you need in advance. If you do not have access to a printer your child may write answers on a separate paper that can be scanned.

Learning at home

Early Years (Nursery & Reception) – Tapestry

For younger pupils, tasks will be set via [Tapestry](#) – these will be play-based, in keeping with the age of the children.

All other year groups – MyColfe's, Mathletics and Spellodrome

If a general school closure is announced, provided we have sufficient notice, we will send your child home with packs of work and exercise books which should cover **the first week of home learning for Maths, Science and English**. Beyond that point, tasks will be set online via the Homework section of [MyColfe's](#) and via your existing [Mathletics](#) account (we have also subscribed to [Spellodrome](#) – the literacy equivalent to Mathletics – which will be available via your Mathletics account).

Please check both systems daily for allocated work for your child. It is not possible to follow the full school timetable but work for all subjects will be set as frequently as possible.

Completed work can be scanned and sent to teachers via email to be marked if required (there are several free scanning apps available which use smartphone cameras if you do not have a scanner at home) or just for comment. Larger projects will be marked on return to school.

General points to remember:

- please try to ensure that **work is completed by pupils**, with parental support only where necessary;



Colfe's Junior School – Home learning protocol
March 2020

- feel free to **mark your own child's work**, but remember that teachers are available for help, support and to add comments;
- **do email teachers** if you have any queries – staff who are well will be working normal school hours from home;
- **only do what you can** – this is an uncertain time and we appreciate how difficult family home-isolation may be for some. This protocol is meant as a guide and is not compulsory.

Additional online resources to support home learning

You may also wish to access some of the additional free online resources below to support your child's learning:

- Reception to Y2 pupils can access reading books on the [Oxford Owl website](#). You will need to set up a free online account to gain access to eBooks for all age groups plus other activities. Further reading lists for specific year groups are available on [MyColfe's](#).
- [Reading comprehension](#)
- [Early Years Phonics](#)
- [Maths](#): this company offer a 14 day free trial which comes highly recommended
- [Khan Academy](#) has videos to help and explain concepts in a range of topics
- [Twinkl](#) provides access to learning resources with a one month membership free of charge: enter the code UKTWINKLHELPS
- [Learning from home packs](#) from the Hamilton Trust.

Keeping in touch with the school

Please contact the school if you have any particular questions or concerns. Parents can use email to communicate with individual teachers should they wish to – all teacher email addresses are available on [MyColfe's](#). Teachers will respond to parent emails within 24 hours on working days, where a response is required (and providing they are well enough to do so). You will be notified if your class teacher is unwell and who to contact in their absence.

Pupil absence – please inform the school if your child is unable to study on a given day due to illness or any other reason by emailing absence@colfes.com

For other queries, please contact the Senior Management Team below:

- EYFS – Sue Gurr sgurr@colfes.com
- KSI – Mark Heil mheil@colfes.com
- KS2 – Victoria Welch vwelch@colfes.com
- All school – Catriona Macleod cmacleod@colfes.com

Guidance on how to explain school closure to children:

- for older children, the [BBC Newsround](#) website has some useful videos and information;
- for younger pupils, we have produced a short handout which we will send out with the work packs and make available on [MyColfe's](#). You can read this to your children to help them understand why school is closed.